Mr. Rick Flayler

222 West Street 50, New York, USA

1-212-3366998

email@example.com

Dated: 10-06-2009

Dear Sir

Mr. Paul suggested me to consult you regarding employment opportunities at your esteemed News Agency. In our last day conversation I got your introduction.

I am interested to know if I can make my skills useful to you as News Reporter. Your ABC News Agency appeals me for new challenges, extensively professional investigating team and golden opportunities of glorious career. I am currently reporting for XYZ News for last 1 year where I gained vast experience of analyzing and verifying facts and data for news releases, conducting interviews with celebrities, making live reports of all events from assigned areas with images attached and investigating a lot of political and social issues with solid proofs. I also keep expertise in photography. I know very well a journalist is responsible to convey the facts which are concealed from their eyes making sure the unbiased data.

I would like you to provide me information if there is any possibility regarding News Reporter position. I am sending you my resume enclosed with this letter containing whole detail about my academic background, work experience and achievements. I look forward to your call or letter to set a convenient time for meeting. I value your precious time you take to discuss with me. Please feel free to contact me anytime.

Best regards

Yours sincerely

William Gottlieb

P O Box 1641, Round Rock, Texas, USA

1-512-3214569

email@example.com