

**SAMPLE INTRODUCTORY LETTER**

**RANDOLPH BRACKETT**  
Route 2, Box 312  
Atlanta, Georgia 37628  
(614) 853-3321

September 6, 1988

Mr. Edward M. Sharp  
Personnel Manager  
Citterio USA, Corporation  
Woodside Park  
Atlanta, Georgia 37628

Dear Mr. Sharp:

Last week I visited your company and completed a job application.

I am very interested in working for Citterio because I believe my skills and experience have prepared me for the type of work you do. For example, I can supervise others and I'm a very fast learner.

Enclosed is a fact sheet which explains my skills and experience in more detail. I will call you next week to ask if we can arrange an appointment to discuss possible employment opportunities.

Thank you for your consideration.

Sincerely,

Randolph Brackett