

James Sharpe

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Anytown, NY 14788

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DataLink Products
621 Miller Drive
Anytown, CA 01234

To Whom It May Concern,

I have been looking for a job with the leading local companies in data communications. I just really need a job. Since name of DataLink Products keeps coming up as a top company I thought I would throw my name in the hat.

I have some experience in voice and data communications specialist with a substantial background in IBM enviornmts. (You can see my experience on my resume.) If you have an opening for someone in this area, you will see that my resume demonstrates a person of unusual dedication, efficiency, and drive.

I enclose a copy of my resume, and look forward to examining any of the ways you feel my background and skills would fit into DAtaLink Products. While I prefer not to use my employer's time taking personal calls at work, with discretion I can be reached at (213) 555-1212 or email at needsajob@hotmail.com to initiate contact. Let's talk!

Yours truly,

Jim