

**Robert WHITE**  
4650 Golden Gate Vista Point  
SAUSALITO, BC 94965

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December 9<sup>th</sup>, 2014

Matthew JOHNSON  
260 W 44th Street  
NEW YORK CITY, NY 10036

**Subject: Application to the position**

Dear Mr JOHNSON,

Enclosed is my resume for your review. Given the chance to utilize my capabilities, I can contribute significantly in various aspects of your business. I believe I possess the knowledge, skills, and experience that is critical in delivering productivity and success.

I am certain you will find my qualifications meet the criteria sufficiently as a prime candidate for the position available. Your consideration is urged, and I anticipate speaking with you in order to further discuss a possible interview, and/or future employment with your company.

Robert WHITE