

To Whom It May Concern:

I am writing today to convey my interest in your Counterterrorism Analyst position at Calhoun International. Please find my enclosed resume in connection to this position's requirements.

I have a degree as an Intelligence Specialist, a hard won track record of success in undercover operations, and have outstanding investigation skills. I am a team player by heart, but also thrive when given the reins to take charge. I am a skilled professional with pride in what I do. As my supervisors will attest, I can handle scores of projects for analysis at a time and with quality simple as that.

I thank you in advance for reading through my career qualifications and resume, as well as in considering me for an interview. Give me a call at (555) 555-5555 this week, so that we may set up a time to speak. Thanks again.

Sincerely,

Signature

Alex Smith

Encl: Resume