

Tisza str. 11., Szeged 6722

Mr John Smith

Sample Ltd.
Exercise str. 198.
Budapest 1137

Dear Mr Smith,

Budapest, 5 August 2008

I read with interest your advertisement for engineering positions (RE: 1234/09) at Sample Company. Your company is one of the leaders in the electronics industry, and I am interested in being employed by a company with your background.

Enclosed is a copy of my resume that details my academic qualifications and practical experience gained through the cooperative education program. As you can see from my resume, I have a firm foundation in electrical engineering.

Thank you for taking your time to review my resume. I would welcome the opportunity to discuss how my education, practical skills, and background would qualify me to be a member of the Sample Company.

Please contact me at (06-20) 000-0000 or name@mail.hu to set up a time for an interview. I look forward to hearing from you.

Yours sincerely,

Adam Black
Mobile: 36 20 999-9999
e-mail: a.black@mail.com