Carol Smith  
123 Main Street  
Anytown, CA 12345  
555-555-5555  
carol.smith@email.com

March 3, 2021

John Lee  
Manager  
Acme Accounting  
123 Business Rd.  
Business City, NY 54321

Dear John,

I hope you are well. I would appreciate your assistance with my job search. I am in the process of relocating to New York City, and I am searching for a position in online media.

With your permission, I would like to use you as a reference who can speak to my qualifications, skills, and abilities. Of course, I would advise you when I have given out your name and contact information, so you will know when to expect a call. Please let me know if you would be comfortable providing a reference for me.

Advice and suggestions on the best way to conduct my job search would also be appreciated. If you are aware of any job openings that I might be qualified for, I would be grateful if you shared this information with me.

I have attached my most recent resume for your review. Please let me know if you need any other information from me.

Thank you in advance for your assistance.

Sincerely,

Carol Smith (hard copy letter)

Carol Smith