**March 29, 20XX**

**14, West 88 Street,  
ATTN.: Recruiting Manager  
Burlington, Washington. 03274,  
(618)-495 XXXX.**

**Dear Recruiting Manager,**

Let me start by introducing myself and informing you of my intentions for employment. I am currently searching for an immediate full-time position as Designer, and in response to your ad posted at Monster.com, I am enclosing my resume for your review.

I held a Technical Designer position with XYZ Company and was part of that group for a year. Unfortunately, because of work reductions, a surplus action was initiated, resulting in my permanent layoff. Prior to working for XYZ Company, I joined the United States Navy, where I learned to work with gas turbines, along with all other duties required of a technician.

If you are seeking an individual who is as career-committed as it takes to achieve total success, please consider what I have to offer. I would be happy to have a preliminary discussion with you to see if we can establish a mutual interest. Thank you for taking the time to read this letter. I certainly look forward to exploring this opportunity further.

**Sincerely,**

**Ryan Gale**