

**Bruce Wayne**

32 S Riverview,  
14 Three Elms field,  
Garby Stourling, GN

**Ph #:** (314) 555-5286.

**Date:** June 10, 2009.

**Clark Kent**

HR Manager, XYZ, Inc.,

4 Tiverton Lane,  
London SW,

**Ph #:** (512) 555-3909.

Dear Mr. Kent,

This letter is in response to your advertisement of an opening in Media Library department on June 02, 2009 in Washington Post. This position matches my career interests and is strongly compatible with my experience and skills.

I have worked with Mid Morning daily tabloid for three years, handling their media tapes and records. Through my work I have gained a great knowledge of handling and maintaining audio and video films and records. I have completed a six-month certification course from CIINT as a media library technician and administrator to help achieving my future progress.

I would appreciate the opportunity to discuss how my education and experiences will be helpful and useful for you as the further consideration. I will be contacting you tomorrow morning on phone to talk about the possibility of arranging an interview. Thank you for your attention and consideration.

Sincerely,  
Bruce Wayne.

**Enclosure :** Resume.