**Dennis Robinson** [Street Address] New York, NY 55900 | (555).555.5555 | [Email Address]

**Today’s date**

Mr. Henry Turner, Human Resources Director

ABC Company name

Address, City, State, zip

Dear Henry Turner,

I was extremely interested to hear that MNO Company is opening up a new branch in West Orange.

I saw on your website that you’re hiring factory workers, security guards, and cleaning staff.

Having experience in all of these fields, I am interested in applying for all and any available jobs. In addition, I am a quick learner and would like to hear about any other openings for jobs not mentioned above.

As you see by reading my resume, I have varied work experience and I use the skills and knowledge which I have learned from each job for the benefit of my employer. While working at the XYZ factory for electronic games, I assembled and tested Simon, Electronic Battleship, and DropMix.

In my work as a security guard, I patrolled the ABC mall at nights and verified supplier drop offs, and I still do some freelance guard work; mostly for special events like rock concerts and private celebrity parties. I have a gun license and a clean police record.

My cleaning experience includes work at General Hospital (cleaning corridors, patient rooms, lobbies, and sterilizing operating theaters). I worked night shift every other week and have physical stamina.

Like I said, I learn fast and am eager to please.

I’d appreciate it if you could be in contact with me at your earliest convenience.

Sincerely,

Dennis Robinson