

[Recipient Name]
[Title]
[Company]
[Recipient Street Address]
[Recipient City, State Zip]

Dear [Recipient Name],

I enjoyed our telephone conversation this morning and was interested to hear about the opening for an exploration geologist at Great Resources. As you requested, I am faxing you a copy of my resumé. I will also be mailing you a copy for your permanent files.

As I mentioned during our conversation, I am a petroleum geologist with ten years of experience in the East Mountain region. Currently, I am working for Solar Oil and Gas as the Manager of Geology. My duties include both prospect generation and sales. I have strong technical abilities and sound written and oral communication skills. Due to family considerations, I am very interested in relocating to the South area.

I look forward to meeting with you on February 01. If you wish to contact me before our interview, you may reach me at 123-456-7788.

Thank you again for the information you offered me on the telephone.
this morning.


Sincerely,

[Your Name]

Enclosure



Karl Davison
Geologist Specialist

[Phone] 

[Email] 

[Linked In/Web] 