

Carla Candidate
711Aspiration Way
Hopeville, USA 71117
(777) 711-7117

December 5, 2015

Mr. Robert Cratchett
President & CEO
Windfall Industries, Inc.
Destination, USA
17771

Dear Mr. Cratchett:

I am writing to you at the suggestion of Claire Voyant who spoke very highly of you. I am considering career potential in the Hole-drilling industry. Please understand Mr. Cratchett that I do not expect you to have a job for me. However, Claire felt that you could provide me with valuable advice concerning your profession.

Your advice would be very helpful Mr. Cratchett. Accordingly, I have enclosed a copy of my resume to give you some background information about myself.

I realize that you are very busy. Therefore, I will call you the week of December 11 to arrange a brief meeting of about 20 minutes at a time convenient to you. I look forward to meeting you

Sincerely,

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