

Sean Clinton  
3200 Hamilton Street  
Philadelphia, PA, 19104

February, 2019

To Whom It May Concern,

I am writing to express my interest in a position with your company. I became aware of the opening through your posting on Indeed, and I believe I am the right candidate for the position based on your description.

As you will see in my attached resume, I am a highly organized employee with strong computer skills and attention to detail; my relevant previous employment has revolved around my ability to effectively organize files, information, and time, as well as my ability to be articulate both verbally and in writing. In several of these roles, I was entrusted with a high degree of autonomy, which I utilized to find creative solutions to the given tasks. With each of my previous occupations, as well as while studying at Drexel University, I have made extensive use of the Microsoft Office Suite, especially Word and Excel, as well as Google's various analogues, to accomplish my work. Each of my former employers called on me to work flexible hours, frequently in collaboration with a team of coworkers, which I have accomplished with the same punctuality, focus, and professionalism that I hope to bring to your company.

Thank you very much for taking the time out of your busy schedule to review my resume, and for considering me for the position. I would greatly appreciate the opportunity of a phone or in-person interview, and can be reached by email at [clintonov@gmail.com](mailto:clintonov@gmail.com) or, if you prefer, via phone at 267-377-7745. Thank you for your time and consideration, and I hope to hear from you soon.

Sincerely,

A handwritten signature in black ink that reads "Sean Clinton". The signature is written in a cursive, flowing style.

Sean Clinton