

**Chrissy Ruiz**

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January 10, 2011

Mr. Thomas Mier  
Ace Global Enterprise  
1545 Duff Avenue  
South Burlington, VT5403

Dear Mr. Mier,

*After I relocated to your area, I am looking for a job opening as a Recruitment Specialist and I came across your listing in the local newspaper with your organization. I have attached my resume along with this letter for your further convenience. I am sure that you will find that my resume is illustrating all my abilities along with my background and education.*

*One of the most essential skills in the recruitment industry is the ability to communicate effectively with all the candidates that are being sought after. I am confident that my communication skills are top notch and I have got the skills to properly and concisely offer attractive packages to the candidates. I also have the ability to speak in the presence of a large group effectively, which was one of my job responsibilities in my previous job.*

*All the major organizations will heavily rely on recruiting at college campus and some of the high schools and I am always professionally dressed, and behave in the best courteous manner. I will give my best in learning all the aspects about the organization and about the open positions for hiring the best candidates for you. I am sure that it would be in our benefit for meeting face-to-face to discuss our needs and how skillfully I will be fulfilling them. You can contact me anytime at 713-491-8190 or e-mail me at r.chrissy@example.com. Thank you in advance for reviewing my resume.*

Sincerely,  
Chrissy Ruiz  
Your Singnature

Enclosure: Resume, Letter of Recommendation