

Your Address
Your city, state, zip
Date

Person's Name
Company Name
Company Address
City, State, Zip

Dear (*Mr./Ms. Person's Name*):

Several items mentioned in your advertisement for an Asia-Market Analyst in *the (name of publication)* on *(date)* suggest you may be searching for someone with my background. In fact, I was excited to see how closely my qualifications matched your requirements:

Your Requirements

- Background in applied social science
- Computer Experience
- Knowledge of Foreign Markets

My Qualifications

- Graduated with a Bachelor of Arts in Applied
- Anthropology major with a minor in Asian Studies
- Interned with the Asian Studies Center in San Francisco
- Possess vast experience with both Macintosh and IBM computer systems
- Spent 1 year in China as an apprentice to BIG business

My experience living and working in China has provided insights into East-West cultural differences that can only be gained through immersion in another culture. In addition, my Cantonese, though not yet fluent, is certainly acceptable for social occasions. As you know, developing trust and rapport is critical to successful business dealings in Asia.

A resume is enclosed covering my experience and qualifications in greater detail. The opportunity to discuss my credentials in a personal interview would be greatly appreciated. I can be contacted at the address and telephone number listed above and I look forward to hearing from you.

Sincerely,

(signature)

Your name

Enclosure: resume