

# John Doe

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**Subject Line:** Resume - John Doe

**Email Message:**

Dear HR Manager:

I am writing in reference to your job posting. I looked through the requirements, and I am glad to state that they match perfectly with my professional experience.

My career history includes overseeing team projects, designing software, analyzing data and solving complex problems on a daily basis to ensure a high level of quality for the software. I am skilled in reviewing and evaluating new technologies and determining hardware and software up-gradations. Besides, I successfully maintained ongoing collaboration with engineering, marketing, and technical support to enhance product features, functionality and reliability.

As a highly skilled professional, I believe that my 20 years of experience in project management, system improvement, testing, as well as my technical expertise will benefit the company.

I would very much like to further discuss my application. Please contact me to arrange an interview. Attached resume is for your review.

Best regards,

John Doe