

Intro Letter Sample

I am writing you because I know your company hires people with my three strongest skills, sales, problem solving, and negotiation skills. I would appreciate it if you would give me the opportunity to demonstrate these skills for you. You may not be hiring at the present time, but If we could meet I'm sure you will see how I could help your company, and save you the recruitment listing fees other companies have to pay. Looking forward to hearing from you.

Joe H. Jones

Home phone 813-999-7594

Cell phone 813-998-7654

Email joejones@tampabay.rr.com