John Q Carter

34 Luke Lane

Kingston 10.

(876) 555-1234

June 10, 2003

Mr. George M. Brown

Director of Human Resources

Continental Grain Company

84 Barbados Drive

Kingston 13

Dear Mr. Brown:

I am very interested in the financial analyst position that you advertised in the Gleaner newspaper, and would like the opportunity to discuss the possibility of working for your company.

I believe my experience in financial analysis, coupled with a strong quantitative and analytical background from my MBA and engineering degrees, makes me an excellent candidate. As you will notice in the enclosed resume, I have spent more than three years working in various Latin American countries gaining experience with international markets and different cultures. I have also required an extensive knowledge of computer systems through my work experience and education.

I look forward to speaking with you soon. Please feel free to contact me if you have any questions or would like to discuss my qualifications further.

Sincerely,

John Q. Carter

Enclosure