

**Примеры удачных сопроводительных писем.  
Сопроводительное письмо специалиста с опытом работы**

Ms. Gail Roberts  
Recruiting Coordinator

**Dear Ms. Roberts,**

Your advertisement for software engineers in the January issue of the IEEE Spectrum caught my attention. I was drawn to the ad by my strong interest in both software design and Database.

I have worked with a CALMA system in developing VLSI circuits, and I also have substantial experience in the design of interactive CAD software. Because of this experience, I can make a direct and immediate contribution to your department. I have enclosed a copy of my resume, which details my qualifications and suggests how I might be of service to Database.

I would like very much to meet with you to discuss your open positions for software engineers. If you wish to arrange an interview, please contact me at the address or by telephone from my resume.

Thank you for your time and consideration.

Sincerely yours, Joseph Smith