

Referral Cover Letter

Gary S. Platt
2237 South Olby Road
Sacramento, California 97342

January 15, 20XX

David Myers
Vice President
Fulton Engineering Corporation
1254 Madison Street
Sacramento, California 97340

Dear Mr. Myers:

John Bird, the Director of Data Systems at Ottings Engineering Company, informed me that you are looking for someone to direct your new management information system.

I have enclosed my resume for your consideration. During the past 10 years, I have developed and supervised a variety of systems. I have worked at both the operational and managerial levels and know how to develop systems appropriate for different types of organizations.

I would appreciate an opportunity to visit with you and examine your operations. Perhaps I could provide you with a needs assessment prior to an interview. I will call you January 22, 20XX to make arrangements for a visit.

Thank you for your consideration.

Sincerely,

Gary S. Platt

enclosure