

January 7, 2007

Dear whomever this may concern,

I am interested in working as a professor for your university. I am an expert at history and ancient civilizations and I have taken many courses in which these subjects are taught. I enclose my resume as a first step in exploring the possibilities of employment with you.

My most recent experience has been out on digging sites. I am also involved in many extra curricular activities, including three seasons of sports at Radnor High School.

As an Archeologist for your organization, I would bring a focus on quality and service to your company. Furthermore, I work well with others, and I am an experienced leader.

I would appreciate your keeping this inquiry confidential. I will call you in a few days to arrange an interview at a convenient time for you. Thank you for your consideration.

Sincerely,

Matt Wiseman