

Kenneth Madison Clark

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Greetings,

Please allow this letter and resumé to introduce my exceptional qualifications and skills.

Besides having an amazing command of most Microsoft Office products, I have had extensive experience in administrative and supervisory roles. I also design and manage web sites that range from personal to professional.

After you have determined my qualifications for the available position please call me to arrange a more personal interview. I am excited at the prospect of working with your company and look forward to hearing from you soon!

Respectfully,

A handwritten signature in black ink, appearing to read "Kenneth Clark", written in a cursive style.

Kenneth M. Clark