

# PATRICIA S. ELZIE

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## To Whom It May Concern:

I am writing to express my interest in your current employment opening; therefore, please allow me to submit my cover letter and resume for your review.

Having served in several technical and administrative roles for the past 14 years, with a Masters Degree in Library & Information Science, I am confident that I can make a valuable contribution to your organization's future projects and initiatives.

I can help you in several key areas and what's more, I can certainly help you in getting the results you're looking for. You want a candidate not only with measurable results, but a go-getter who can achieve and exceed your bottom-line goals. My resume contains additional details regarding my experience, qualifications, and academic achievements. I would like to welcome an opportunity for a personal interview to discuss your organization's needs and the results you can expect from me in addressing those needs.

Thank you in advance for your time and review of my qualifications.

**Yours Truly,**

*Patricia Elzie*