

Preston Howard Clark

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Dear Human Resource Director,

My search for a challenging and rewarding position has led me to your organization. I have attached my resume for your review in the belief that you will find me a promising candidate for employment.

My objective is to secure a full-time position with an established organization for a long term professional relationship, but would also consider part-time and contract freelance opportunities.

In addition to a diverse skill set and years of work experience, I offer genuine enthusiasm and dedication. It is my belief that these qualities and abilities assure that I will be a valuable addition to your organization. An opportunity to meet with you in person to discuss your company's objectives and my proven abilities to fulfill them would be gratefully appreciated. Thank you for your time and consideration.

Sincerely,
Preston H. Clark

