Your Name

Address, City, ST ZIP Code | Telephone | Email

March 21, 2011

Mark Thomas  
HR Manager  
AutoCAD Software Company  
3456 Scott Circle,  
U.S.A

Dear Mr. Thomas,

I am seeking for the position of an AutoCAD operator which you have advertised in (mention the name of the job source) for your company. I have enclosed my resume for your further consideration with this letter.

I have been as an AutoCAD operator for the past five years in (mention the name of your previous company). During this span of time, I have gained a good considerable of knowledge of what it takes to be an effective operator of AutoCAD. I have also put up a quality product in both technical and other creative talent utilized. In addition to this, I have worked with various firms and departments. I have handled all the latest kind of software and programs and designed innovative concepts within tight deadlines. I have a successful and individual tract record. I would like to bring this excellent career knowledge to your firm.

Thanks for reviewing my cover letter. If you would like to know more about my educational background, please feel free to contact me at (insert your contact details) at your earliest convenience. I look forward to your call.

**Sincerely,**

Timothy Wright