

JOHN DOE

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<Date>

Bob Smith, VP of Operations
Smith Exploration
#1500 424-7th Avenue S.W.
Somewhere, AB Z5Z 5Z6

Dear Mr. Smith:

You will find that my broad experience within oilfield industry, inspiration to excel, and strong interpersonal and communication skills, as well as talent for training efficient and safe teams make me an excellent choice as **Consultant** at Smith Exploration.

Some of the key talents I will bring to your company include:

- Excellent **team management** skills to relate well with all employees through **hands-on experience in all rig positions**.
- Ability to **think on my feet** and **make** suitable modifications in the field, thereby saving time and money, effectively solving field problems, and consistently achieving client objectives.
- Practical approach to oilfield drilling with an eye for **optimizing production** and **ensuring workers' safety**.
- Extensive experience with **double and triple rigs, performing vertical, directional, horizontal, and horizontal under-balanced drilling**.

I have enjoyed **more than 20 years of oilfield experience** and a highly successful career at ABC Oilfield Company and believe it is time to move on to greater challenges and responsibilities at a higher management level with a reputable, growing company such Smith Exploration..

Mr. Smith, I believe you will find my experience, dedication, and personal attributes to be a valuable asset to your company. It would be a pleasure to meet with you at your convenience to discuss my qualifications. Thank you for your kind consideration.

Sincerely,

John Doe

Enclosure