

JOHN U. SEEKER
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January 1, 1999

Civil Service Department
City of Torrance
3231 Torrance Blvd
Torrance, CA 90503

Dear Civil Service:

Your advertisement for **Manager (Job Code 332211)** describes a position that I know is well suited to my skills, professional experience and desire to apply my Management background in a challenging new environment. I have enclosed my resume for your review.

I have 9 years of professional experience in Management, including the following key areas:

- **Finance**
- **Accounting**
- **Business Development**
- **Leadership Training**

Realizing that a resume is only a brief summary of one's background and professional experience, I would greatly appreciate the opportunity to participate in the examination process for the position of Manager. I thank you in advance for your consideration and look forward to hearing from you very soon.

Sincerely,

John U. Seeker

Enclosure