

Networker Follows Up Job Lead

Subject: Office Manager: Paul Gold refers Betty Larson

Dear Ms. Carlson:

Your colleague Paul Gold, whom I met at a recent networking event, informed me of the opening within your organization for a competent Office Manager. He spoke briefly about the qualifications and requirements but couldn't provide a lot of detail. He asked that I contact you for more information.

I am attaching my resume to this e-mail in an effort to see if we have a match concerning the requirements of the position and my qualifications. Please contact me if you have questions and to schedule a time to talk in person.

As you probably know, Paul Gold thinks your organization is special and that you are a wonder. I'm fired up about exploring this opportunity with you.

All best,
Betty Larson
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