

Request for Resume and Cover Letter Assistance

Dear [Recipient's Name],

I hope this message finds you well. I am currently in the process of applying for new job opportunities and would greatly appreciate your assistance with my resume and cover letter.

Having seen your expertise in crafting effective job application materials, I believe your insights could be invaluable in helping me present myself in the best possible light. If you are available, I would love to set up a time for us to discuss this further.

Thank you for considering my request. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Contact Information]