

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to provide a summary of my work experience as requested. Over the course of my career, I have had the opportunity to work in various roles that have equipped me with a diverse skillset and valuable insights into the [Industry/Field].

1. \*\*[Job Title] at [Company Name]\*\*

[Month, Year] - [Month, Year]  
- [Responsibility/Task 1]  
- [Responsibility/Task 2]  
- [Achievement or Contribution]

2. \*\*[Job Title] at [Company Name]\*\*

[Month, Year] - [Month, Year]  
- [Responsibility/Task 1]  
- [Responsibility/Task 2]  
- [Achievement or Contribution]

3. \*\*[Job Title] at [Company Name]\*\*

[Month, Year] - [Month, Year]  
- [Responsibility/Task 1]  
- [Responsibility/Task 2]  
- [Achievement or Contribution]

In summary, my work experiences have prepared me to contribute effectively to [specific skills or roles related to the position]. I am enthusiastic about the opportunity to bring my expertise to [Company Name].

Thank you for considering my summary. I look forward to discussing this in further detail.

Sincerely,  
[Your Name]