

Quito, (date)

U.S. Embassy Quito
Human Resources Office
Attention: Recruitment Unit

Dear Human Resources Office:

I am submitting the application form DS-174 and would like to be considered for the position of (NAME OF POSITION). My qualifications are as follows:

(Make sure to relate below qualifications to those listed on the vacancy announcement and that your application form supports such qualifications. Include all documents requested on vacancy)

- a) Education: _____
- b) Prior Work Experience: _____
- c) Language Proficiency: _____
- d) Knowledge: _____
- e) Skills and Abilities: _____

Cordially,

SIGNED YOUR NAME PLEASE

For preference candidates mark:

- U.S. ELIGIBLE FAMILY MEMBER ____ (INCLUDE NAME OF FAMILY MEMBER)
- U.S. VETERAN INCLUDE COPY OF DD-214.

Also mark if you are:

- ELIGIBLE FAMILY MEMBER NOT U.S. CITIZEN ____ (INCLUDE NAME OF FAMILY MEMBER)