



Sara D. Smith

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date

specific name of recipient

company

address

address

Dear [specific named individual]:

I am very excited about the position you have available in your public relations department. It would be wonderful to work for your prestigious company, and I am ready to make outstanding contributions to your work force.

I know that you need someone who is enthusiastic and task oriented, and I am uniquely qualified for the job. Some people are great team performers, while others are better working on their own — I am both!

My experiences contributing my skills at Macy's and Estee Lauder, as well as my background as an office assistant at Paisley Citizens Federal Credit Union convey that I am a successful group worker and team leader, while my experience as events planner of my co-ed fraternity proved that I can organize well-attended and successful events.

I am fluent in Spanish, which is imperative to your industry in South Florida. I also have proficient computer skills, as I work daily with the Microsoft Office programs and the Internet.

As you can see, I am a dynamic person with great interest in your company. My campus and extracurricular work have provided me with the skills to be an asset to your company. My outgoing personality, accompanied by my profit- and task-oriented character, makes me an excellent choice for the job.

I will contact your secretary this week for an interview appointment. I look forward to speaking with you again. Thank you for your time and consideration; I hope to see you soon.

Sincerely,

Sara Smith