

ONE PAGE

John Q. Public
123 Main Street
Dearborn, Michigan 48151
313 555-1212 (Home) ~ 313 555-2121 (Cell)

September 5, 2008

Mr. John Smith **(Contact's name – if name not available, use Human Resource Office)**
Hiring Manager **(Contact's title or position)**
Mobile Electronics **(Company's name)**
555 Ford Road **(Company's mailing address)**
Dearborn, Michigan 48151

Dear Mr. Smith: **(Dear Mr./Ms. or if name not available, Dear Hiring Manager)**

First Paragraph: Tell them why you are writing this letter and the position for which you are applying. Explain where you saw the position or how you found out about it.

I would like to be considered for the (job title) position that you have listed with the Placement Office at Henry Ford Community College.

Second Paragraph: Tell them why you are the best person for this position. Tell them about your abilities, experiences, qualifications, skills, and how you can add value to the organization.

Having had the opportunity to work for organizations that value customer service, leadership, dedication, and organizational skills, I am prepared to bring those attributes to your organization. I can add value to your organization with my ability to be flexible, analyze and resolve situations, multi-task, and extensive computer software knowledge. My resume outlines additional skill sets and experiences that would benefit your organization.

Third Paragraph: Tell them you want an opportunity to interview for the position. Provide your contact information.

I am confident that these qualifications will allow me to make an immediate positive impact within your organization. I would like an opportunity to interview for the (job title) position. I can be reached at 313 555-1212 or 313 555-2121.

Thank you for your consideration.

Sincerely,

4 spaces

John Q. Public

2 Spaces

Enclosure: Resume