

Your address at the top left hand corner with the date you mailed it underneath.

9211 Piggy St.  
Crystal, MN, 55421  
November 27, 2008

Address of organization with the name of the recipient if you know who it is.

Mr. Martin Smith  
Vice President Human Resources  
Delray Manufacturing Company  
668 Parker Street  
Springfield, MA 07727

Reference the position applied for and the source of where you found it posted.

Salutation. Use the recipients name or write "Dear Sir/Madam"

Dear Mr. Smith:

I am writing to you in response to the Human Resources Assistant position you listed in this week's edition of *The Springfield Newspaper*. This position is very much in line with my current career objective, and I would appreciate the opportunity of discussing it further with you during a personal interview.

The following professional highlights from my background appear to be in keeping with your position requirements:

- M.S., Human Resources Management, Michigan State, 2001
- Honors graduate, G.P.A. 3.3/4.0
- President of Student Government Association
- Editor-in-chief, Student Newspaper
- Captain, men's swim team and tennis teams.

Brief summary of important skills you have to offer. Remember most of it is already in your resume, so keep it brief.

List some additional traits you have. Then list a paragraph about how you plan to follow up and how the company can get a hold of you.

As you can see, I appear to have the academic and leadership credentials called for in your advertisement. Beyond these, however, I have a high energy level, am very results-oriented and have a strong desire for a career in Human Resources.

Enclosed is a copy of my resume, which will enlighten you further to why I would be a excellent asset to your team. I plan to follow up this letter with a telephone call in the next couple of days and trust we can work out a time for a formal interview. If you wish to contact me before then, I can be reached at (612) 332-5532.

Thank you for your time and consideration in regard to the Human Resources Assistant position. I look forward to talking with you in the near future.

Thank the recipient for their time and consideration. Present a confident close about contacting them or hearing from them.

Sincerely,



Leave five (5) lines for your signature, type your name, and include and enclosure line.

Kermit T. Frog

enclosure: Resume