Header

Addressee Name, Title Date

Address

Re: Job No# 12345

Dear Potential Employer,

I am submitting my resume as requested for Job No# 12345. I believe you will find that it demonstrates I have the necessary qualifications, education and experience that you require for this position. (BRIEFLY DESCRIBE HOW YOU ARE QUALIFIED FOR WHAT THEY WANT)

EXPERIENCE ….

SKILLS AND ABILITIES ….. I am proficient in taking notes at meetings, organizing action lists, have excellent computer and Internet skills, and have mastered all Microsoft software products, including Word, Excel and PowerPoint, as well as Social Media (Facebook, Twitter and viral marketing). I have strong oral and written communication skills, problem solving abilities and can remain calm under pressure. I HAVE BEEN WORKING AT ……. so I understand deadlines, customer service, marketing and promotion. I have the ability to multitask, and can both follow instructions and work well on a team, as well as lead a team.  I am cognizant of the confidentiality issues and requirements that are required by many jobs

EDUCATION …I am a graduate of *California State University Northridge*, majoring in sociology with an emphasis in social shifts, demographics, and statistical analysis, and a focus on interpersonal relations. I am also a graduate ---------------------I drive a Prius, so I have dependable transportation and I believe in being punctual, on time, if not early

My salary requirements are negotiable and commensurate with my experience. I look forward to hearing from you.

Sincerely,

STUDENT NAME

JHK:bms

Enclosure: Resume