Header

Addressee Name, Title Date

Address

Re: (Put the Job Reference Number, for example Job No# 12345)

Dear (put the full name of the employer here):

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. (Add one sentence that briefly describes your experience and how it fits their requirements.)

(In the second paragraph, briefly describe your prior experience. This should match what you list in your resume.)

(In the third paragraph, briefly describe your skills and abilities. This should match what you have in your resume.) 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.

(In the fourth paragraph, briefly describe your educational experience.) 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 of LEMA Pilot High School, which focuses developing leadership and technology skills in the entertainment and digital media industries. 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