

Date

RE: Name of job you are applying for

Dear Sir or Madam,

I am applying for the position of name of position or opening.

I believe I would be a good hire for your company because:

- I learned and practiced skills in high school that are relevant to this position
- I have a good work ethic and am willing to learn
- Three to five bullets that tell why you would be a good fit for the job or the company....

I would strive to be a good employee for name of the company. I can be reached at the phone number or email address below to arrange an interview. Thank you for your consideration.

Leave room for a signature here.... (but delete this text)

First and Last Name

Street Address

Springfield, MA Zip code

413-588-4565

Name28@gmail.com