

May 30, 2013

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Your Name
Street Address
City, State Zip Code
Date (Month Day, Year)

Person of Contact
The Person's Position
Name of the Company
Company's Address
City, State Zip Code

Dear (Name of Person of Contact):

Recently, I graduated from Lakeside High School with a high school diploma. I am ecstatic to learn that an entry level position in _____ has opened at _____. I am confident that my skills are well-aligned with the role, and that I would be an excellent fit for your organization.

In this paragraph (4 -5 sentences), discuss your experience and interest in the job. Show your reader you possess the most important skills s/he seeks (you're a good match for the organization's mission/goals and job requirements) Convince your reader that the company will benefit from hiring you (how you will help them). Include a strong reason why your employer should hire you and how they will benefit from the relationship.

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Maintain an upbeat/personable tone. Avoid explaining your entire resume but use your resume as a source of data to support your argument (the two documents should work together).

(Name of contact), thank you for considering my resume. It will be a great honor to _____ . You may call me at _____ or email me at _____ <mailto:tsr602@jagmail.southalabama.edu> to set up an interview.

Sincerely,

Your Name