

7 Apple Court  
Eugene, OR 97401  
October 14, 2008

Your Address

Date

Mr. Archie Weatherby  
California Investments, Inc.  
25 Sacramento Street  
San Francisco, CA 94102

Name & Address  
of Employer

Dear Mr. Weatherby,

Salutation

My outgoing personality, my sales experience, and my recently completed education make me a strong candidate for a position as an insurance broker for California Investments, Inc.

I recently graduated from the University of Oregon with a degree in marketing, where I was president of both the Future Business Leaders of America and the American Marketing Association.

Although a recent graduate, I am not a typical new graduate. I attended school in Michigan, Arizona, and Oregon. And I've put myself through these schools by working such jobs as radio advertising sales, newspaper subscription sales, and bartending, all of which enhanced my formal education.

I have the maturity, skills, and abilities to embark on a career in insurance brokering, and I'd like to do this in California, my home state.

I will be in California at the end of this month, and I'd like very much to talk with you concerning a position at California Investments. I will follow up this letter with a phone call to see if I can arrange a time to meet with you.

Body

Thank you for your time and consideration.

Closing

Sincerely,

John Oakley

Signature

9620 W. Rusty Rd.  
Apt. 2077  
Las Vegas, NV 89148  
January 22, 2003

Your Address

Date

Mr. Harry Jones  
Director of Human Resources  
Neshaminy School District  
2001 Old Lincoln Highway  
Langhorne, PA 19047

Name & Address  
of Employer

Salutation

Dear Mr. Jones:

My wife and I have just relocated to Pennsylvania from Las Vegas, Nevada, where I was employed as an elementary school teacher for the past four years. I am particularly interested in teaching in the Bethlehem Area School District, and I would appreciate being considered for any permanent or long-term substitute teaching positions.

I have enclosed a resume along with all other pertinent information for your consideration. I have also completed the online REAP application process.

As my resume indicates, I am a person who gets involved with his school. I have been co-chair of my grade level and have served in a leadership capacity for many committees. I have also written and administered a grant for an after-school tutorial program for non-proficient students.

I look forward to meeting with you to discuss possible opportunities. I believe I have the dedication, enthusiasm, and professionalism to make a valuable contribution to your district.

Body

Thank you for your time and consideration.

Closing

Sincerely,

Samuel G. Hafner

Signature

Enclosure

Your Name  
3743, Fiction Hwy  
Seattle, WA 98012  
October 14, 2008

Apr 03, 2000

Dept. of Human Resources  
XYZ.com  
Seattle, Washington

Dear Sir or Madam:

I am considering relocating to the Dream area during the last week of July and am currently exploring job opportunities. As my resume reveals, I have both a Bachelors and Master's degree in Computer Science. I have more then three years of professional software development experience using C++, C and Java in PC based as well as real-time systems. I enjoy working in a high energy and high performance work environment. I have worked on and learned a great deal from several very interesting and complex commercial projects. Currently I am leading an extremely talented software team to build a dual-mode wireless communication device with a display interface. The total budget for the project is approximately \$3M. At the completion of this project in July I will be anxious to take on new challenges and build upon my knowledge base. I am excited by the prospect of working with an organization that is both an unquestioned leader in its programming niche and an enthusiastic risk taker in an entirely new frontier.

I have enclosed my resume for your review. I would like the opportunity to meet and share more about my qualifications and the ways in which I can contribute to the team. Thank you for your consideration.

Sincerely,

Your Name

SALLY B. DOE

7124 S. Decoto Street  
Any Town, Any State 36254  
Telephone: (815) 879-2680

January 30, 2005

Mr. Smith - Dir. of Human Resources  
Raymond Kate Associates  
524 Fair Lane Street  
Any City, State 78194

Dear Mr. Smith:

I am responding to your advertisement in The City Tribune (dated 1/20/00), regarding the Pharmaceutical Representative position. Please regard this letter as my formal application. Enclosed is my resume showing my education, experience, and background.

I have over 7 years experience in the sales and marketing field, and 3 years experience as an LPN staff nurse.

Throughout my sales and marketing career I won top sales awards, and trained other sales representatives specific sales techniques to increase their sales. I enjoy working with the public, as well, demonstrating products, and educating others in their uses. I believe I would excel in pharmaceutical sales because I truly find sales a challenging and rewarding career; as well, my nursing background offers an advantage in better understanding the products I would sell.

May I arrange an interview to further discuss my qualifications? I am available for an interview at a mutually convenient time.

Thank you for your time and consideration.

Sincerely,

Sally B. Doe

Encl.

#3 - 2315 West 8th Avenue  
Seattle, WA  
20002  
Tel. (206) 734-9219  
Email: name@ean.net

March 5, 2002

Susan Schumaker  
Seattle Public Schools  
815 4th Ave N.  
Seattle, WA  
98109

Dear Ms. Schumaker:

In response to the grade 10 biology teacher requirement in Seattle Public Schools as indicated on your website, please consider this letter as an application for this position. I am particularly interested in utilizing my skills and knowledge in the Seattle Public Schools, as it is noted for its excellent science programs throughout the state.

On May 15, 2002, I will graduate from Seattle University with my Bachelor's of Education in Secondary Science. In 2001 I graduated with honors from the Seattle University with a major in biology and a minor in botany. In addition to this formal education, the past two summers were spent in fieldwork with Washington State Parks at a number of sites across the state. These experiences have been extremely valuable additions to my educational background and can only benefit the students of Seattle Public Schools. During the winter semester 2001, I completed my field teaching experience at Bainbridge Island School District No. 303 in Bainbridge Island, and have enclosed the report for your information.

My resume, field teaching report and list of references are enclosed for your consideration for this position. My transcripts are forthcoming and will be sent directly from the university transcript office, as suggested in your posting on the Education America website. I am available for a personal interview at your request and convenience. Thank you for your time and consideration.

Sincerely,

Name (Typed)

Enclosures:

Resume  
Field report  
List of references