

June M. Bunker

2856 North River Road · City, State Zip · 555-555-5555 · jmbunker@yahoo.com

January 3, 20xx

Human Resources
KSTP TV Job # 197-96
3415 University Avenue
City, State Zip

Dear Human Resources Manager:

As an experienced administrative assistant, I am confident that I have the qualifications you are seeking in your sales department. Please consider me an applicant for the position.

For the past three years, I have been the assistant to the sales director of a publishing firm. In that position, I have been the lead support person responsible for all correspondence, databases, and budgets for the sales department.

My qualifications also include:

- Strong proficiency in Microsoft Word, Excel, Access, Outlook, and PowerPoint.
- Exceptional keyboarding skills, both typing and data entry.
- Excellent interpersonal skills.
- Volunteer work during MDA Labor Day telethon at KSTP TV Studios.

On many occasions, I have been the initial contact person with customers. Customers have complimented me on my telephone manner and customer service skills.

I look forward to discussing my qualifications for the position at a personal interview.

Sincerely,

June M. Bunker

Enclosure

6574 Bluebird Place
City, State Zip

January 3, 20xx

Mr. James Lowell
Employment Manager
Taurus Company
8500 Jefferson Avenue
City, State Zip

Dear Mr. Lowell:

As an experienced project engineer, I have the qualifications for the position that you posted on careerbuilder.com. Please consider me an applicant for the position.

My skills appear to be an excellent match for your requirements, including:

- Five years of design experience in the consumer and home products markets
- Project management background and strong knowledge of product development and marketing
- B.S. in Mechanical Engineering from the University of Wisconsin

I was recognized several times by management for excellence in the quality of my work and driving on time project delivery. In addition, last year I received a Best Product Award from the National Association of Project Management.

My salary requirements are in the mid- to high-eighties, depending on the total compensation package.

I look forward to discussing my strong interest in the position at a personal interview.

Sincerely,

Richard G. Olson
555-555-5555
rgolson@hotmail.com

Enclosure

**Samuel Nordstrom**

2122 Fifth Street SE · City, State Zip · 555-555-5555 · email@gmail.com

January 3, 20xx

Address

Dear Company Representative (or specific name if you have it),

As a motivated leader and senior operations manager with extensive experience in P&L, strategic alignment, and financial and project management, I am excited about using my broad set of skills at ABC Corporation. My skills are a good match for the process improvement leader position, and my experience will help improve the bottom line of any project.

In past roles, I have been recognized as a process improvement innovator and accomplished leader of multi-discipline groups. The following list includes a few of my achievements:

- Led corporate implementation of Six Sigma methodology in vision setting, training, project pipeline, and team structure development, hiring and managing black belt resources.
- Directed process and product improvements resulting in 50% faster sales order processing, 5x reduction in measured product output variability, and 80% reduction in manufacturing throughput time.
- Facilitated development and implementation of stage-gated new product development processes at three different companies.
- Successfully steered company from reacting to field problems to proactively using DOE, FMEA, and risk analysis to ensure quality at product release.

The enclosed resume provides additional details about my experience and accomplishments. I look forward to the chance to discuss how my qualifications fit the process improvement leader position.

Sincerely,

Samuel Nordstrom

Enclosure

6783 Oak Ridge Trail
City, State Zip

January 3, 20xx

Mr. Robert Fleck
Fleck and Associates
45 South Seventh Street
City, State Zip

Dear Mr. Fleck:

The objective of my job search is to find a position as office manager of a small manufacturing firm. With 13 years of experience with a manufacturer of office products, my qualifications would lend themselves to that environment.

Perhaps you are currently conducting a search for a company that would be interested in my abilities. I enclose my resume for your review.

I prefer to remain in the metropolitan area, but I would consider relocating. My salary requirements are in the mid- to high-fifties, depending on the total compensation package and location. You may use this figure as you consider me for upcoming opportunities, but I prefer that you not discuss the exact dollar amount with a prospective employer.

Please contact me if you have any positions that match my experience and skill set. I will also call you later this week to ensure that you received this letter and to discuss my qualifications for potential opportunities.

Sincerely,

Linda Stevens
555-555-5555
lstevens@gmail.com

Enclosure

2335 Eventide Lane
City, State Zip
January 3, 20xx

Mr. Norman R. Berg
CD-ROM Innovations, Inc.
6201 N. Montana Drive
City, State Zip

Dear Mr. Berg:

With my proven leadership skills, work ethic, and straightforward approach to getting the job done, I believe I have the qualifications you are seeking for your recently advertised position in sales and marketing.

Although my entire career thus far has been in social work, I have developed the skills required to sell a service or product. I have successfully executed the following tasks in my present job.

- Maintained quotas
- Generated leads through cold calls, canvassing, telemarketing, and referrals
- Participated in trade shows and conferences
- Established new accounts
- Maintained and expanded existing accounts
- Negotiated business contracts

I am ready to translate these skills into a productive and profitable sales career. In my current job, I work for an organization that develops programs that help companies identify and hire economically disadvantaged youths. In this job, I have encountered several companies that have not been receptive to this concept. However, through perseverance and determination, I have been able to convince many companies to give these youths an opportunity. This same perseverance and determination will carry over to promote and sell all products or services.

I will work hard to achieve bottom-line results, and I look forward to discussing how I can contribute to your company's future success.

Sincerely,

Colleen Rossman
555-555-5555
crossman@yahoo.com

Enclosure

Marilyn Newman

From: "Chad Jepson" <chadj@earthlink.com>
To: "Marilyn Newman" <marilynn@abcinc.com>
Sent: Monday, January 3, 20xx 9:48 AM
Subject: Reference 10256: IT Support Specialist

Dear Ms. Newman:

With my successful experience in IT support, my skills are an excellent match to the IT Support Specialist position you have open. Thank you for emailing me the job description.

Over the past 9 years, I have been responsible for supporting the IT department in a large consulting organization, assisting programmers/analysts, network specialists, and the director of IT.

My experience includes:

- Designing, loading, and applying databases, systems, and software.
- Upgrading information on existing databases.
- Working on teams with professionals, management, and support staff from all departments of an organization to implement new systems, modify existing systems, and solve IT issues.
- Providing hardware and software training and guidance to coworkers and customers.

I earned an A.A.S. in Computer Science from ABC Community College and am working toward a B.S. in Information Technology at the University of South River. My communication skills are excellent, and I pride myself on my listening and problem-solving abilities. I am highly organized and can easily handle multiple projects simultaneously. I look forward to learning more about your organization and discussing my qualifications further at a personal interview.

Sincerely,

Chad Jepson
555-555-5555