

[Your Name]
[Street Address]
[City, ST ZIP Code]
January 15, 2014

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Dear [Recipient Name]:

Impeccable interpersonal skills. Organizational and supervisory abilities. Attention to detail. Your Elm Street News ad for an assistant to the president describes my strengths precisely!

People Power: As a teacher in the public school system for three years, I am adept at dealing with people—from by-the-book career administrators to the high school bully, from irate parents to the shy underachiever, from goal-oriented department heads to aggressive textbook sales representatives.

Management Skills: As a homemaker raising two children, I mastered the ability to spearhead three projects simultaneously while supervising two distinct groups of youngsters, maintaining my patience and my good temper all the while.

Accuracy: As a volunteer for a local hospital, I coordinated the ever-changing schedules of 50 unpaid workers for five years with nary a foul-up.

Handling these responsibilities provided me with a different kind of experience: the kind the corporate world just doesn't offer—and the kind that proves invaluable once you enter this world, as I'd like to do now.

I hope you'll consider me a serious candidate for the position of assistant to the president. I certainly would take the job very seriously and would prove an asset to the president and to the company.

Sincerely,

[Your Name]

Enclosure

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