

[Your Name]  
**[Street Address]**  
[City, ST ZIP Code]  
2003年8月2日

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

Dear **[Recipient Name]**:

Four years in college and what have I learned? Plenty! Plenty that I can apply directly to the entry-level position you advertised in this Sunday's Elm Street News.

**The drive and focus to achieve:** Your firm's success depends upon the ability of your staff to grasp a problem, evaluate the best way to solve it, and then work until the solution is in hand. This is precisely the process I followed all four years to graduate with a 3.80 grade-point average.

**Flexibility and creativity:** A business gets stale when it continually recycles the same ideas time and time again. When you hire me, you get someone who thinks for himself, and who is not afraid to suggest new ways to approach a task as I did as the student representative responsible for researching and updating State University's ethics standards to reflect the difficult issues facing today's students and faculty.

An interview would grant me the opportunity to demonstrate my abilities. I will call you soon to see if we might meet. Or you can reach me at (425) 555-0198 to schedule an interview.

Thank you in advance for considering me.

Sincerely,

**[Your Name]**

Enclosure

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