

[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]:

Your ad for an entry-level position caught my attention as I prepare to begin my professional career upon graduation this spring from State University.

I say “professional” because I have worked steadily throughout college, gaining valuable experience that equips me to present your firm with advantages others may not offer.

For example, as a resident assistant for a 250-person coed dorm, I acquired strong leadership and interpersonal skills. I am now able to think quickly in emergency situations and in those requiring quick assessment of many factors in order to make appropriate decisions. Dealing with the diverse concerns of students, parents, and faculty, I have become adept at operating with the proper mix of authority, diplomacy, and tact.

While working in this demanding position, I achieved a 3.75 cumulative grade-point average. My double major, communications and political science, provided me with a thorough foundation in principles that affect businesses every day.

I would welcome the chance to discuss openings at your firm. If you will contact me at (425) 555-0154, we can schedule a meeting.

Thank you for your consideration.

Sincerely,

[Your Name]

Enclosure

[Recipient Name]

January 15, 2014

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