

123 Riverwood Drive
Anytown, USA 12345
January 17, 2010

Ms. Charlotte Green
Employment Director
Environmental Consultants, Inc.
P.O. Box 7896
Birmingham, AL 12345

Dear Ms. Green:

Please consider my qualifications for the position of Environmental Assessment Coordinator in your Southeastern Region. Nancy Spearman of your Atlanta office told me of the position and recommended that I contact you for additional information.

I will graduate this May from Jonesboro College with a Bachelor's degree in Geology. My experience as an intern with Carson Geological Consultants, as well as in the Jonesboro College Department of Geology, has provided me with a strong foundation in the field of environmental impact research. My specialty area of soil composition analysis should prove beneficial in performing the duties of the Coordinator. The enclosed resume provides additional information on my background.

I am interested in learning more about the position and would like to talk with you about my qualifications. I will contact you next week to further discuss the possibility of employment with Environmental Consultants. If you have any questions, please feel free to call me at the number on my resume.

Sincerely,

Jim Smith

4001 45th Street North
Bakersfield, FL 01234
June 1, 2010

Winston Byrd, Vice President
TJM Group
P.O. Box 18127
San Francisco, CA 12345

Dear Mr. Byrd:

I am writing in response to your advertisement for an Account Executive in the May 2, 2010 issue of *The Chronicle*. I am originally from San Francisco and it is my goal to return to the area.

My educational background and work experience have helped me to acquire the skills necessary to perform the duties of this position. My degree in Advertising and Public Relations has given me a strong understanding of the PR field. Additionally, my involvement in campus organizations, combined with significant public speaking experience, has enabled me to develop strong leadership and communication skills. This background would help me to join a firm such as TJM Group and quickly contribute to the organization.

I will be in San Francisco the week of June 10, and would like to meet with you to discuss the position and my qualifications. I will contact you prior to my arrival to schedule an appointment. In the meantime, feel free to contact me at the number on my resume if you have any questions.

Sincerely,

Tim McKinney

389 Cordelia Lane
Elm City, MS 12345
April 7, 2010

Mr. Joseph Hornsby
Yellow River Manufacturing
P.O. Drawer 179
New Orleans, LA 12345

Dear Mr. Hornsby:

I am applying for the position of Human Resources Specialist advertised in the April 6 edition of the *Daily Tribune*. I am a graduate of Mississippi State University with a degree in Personnel Management. I believe that my background and education make me a strong candidate for this position.

During my internship with Foster Manufacturing in Jackson, Mississippi, I gained considerable insight into the operations of a personnel department. I learned how to electronically process time card information, and I also became familiar with filing workman's compensation insurance claims. During my tenure, I revamped the claims filing system, speeding up processing time. I have enclosed my resume which provides more information on my qualifications.

I would appreciate the opportunity to speak with you further concerning my qualifications for the position. I will contact you the week of April 14 to schedule an interview. In the meantime, please feel free to call me if you have any questions at (601) 555-8942. Thank you for your consideration.

Sincerely,

Edward Poole