

**JANE DOE**

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555 Whatever Street  
Your City, Your State 95555  
(555) 555-1212  
E-mail: youraddress@yoursite.com

Dear Sir/Madam:

In the interest of starting my career with the right organization, I am forwarding this letter and a copy of my résumé.

Creative, hard working, and customer focused are just a few of the word I would use to describe myself. I thrive on achieving organizational objectives and I am looking for an opportunity where my team building will have a positive impact on your company's future. As my résumé indicates, I offer.

- A Bachelor's degree in Communication Studies.
- Excellent "people skills" and a reputation for performing multiple tasks within a fast paced, rapidly changing, and high stress work environment.
- A positive, enthusiastic, and engaging personality, combined with the ability to create solutions designed to promote value to each customer.
- A superior ability to make each client feel that their needs come first.

I am motivated by new work challenges and I am seeking a position where dependability, integrity, and dedication are valued. If this sounds like your company and you are in need of an individual capable of positively affecting your bottom line, than we should meet.

If I can provide additional information to support your consideration of my qualifications, please contact me at the address, telephone number, or e-mail address shown above. Thank you for your time and consideration.

Sincerely,

Jane Doe

Encl.: résumé