

EDWINA K. SPRAKELY

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space

space

Date

space

space

Name (use Ms. or Mr.)

His/her job Title (if you know it)

Company Name

Address

Address

space

space

Dear Ms. or Mr. Last name only (do not include first and last name),

space

Paragraph #1: Identify the position you are applying for and where you learned about it. Also ask that your resume be considered as an application for the job.

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Paragraph #2: Explain why you are well-suited for this job. Use the job description they provide in the advertisement/posting as a guide. It will tell you the skills/qualities and qualifications they are looking for. Explain that you have those qualities and that your experiences, as presented on your resume, demonstrate this.

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Paragraph #3: Discuss your interest in an interview (I would greatly appreciate the opportunity to interview for the _____ position.) Explain your availability and provide you area code/phone #. Thank him/her for his/her time and consideration.

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Respectfully Yours,

space

space (sign your name here)

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Your name as it appears in your heading