

Name  
Street  
City, State & Zip Code  
Phone  
Email

Date

Name  
Title  
Company  
Street  
City, State & Zip Code

Dear [person's name or title]:

I am writing in response to your advertisement in/on [location of advertisement] for a [job title]. After reading the job description, I am confident my skills are a great match for this position.

I am currently a student at Penta Career Center in the [name of your program]. While in this program, I have learned a broad range of industry related skills.

- [Describe 3-5 specific skills you have related to the job. Be as descriptive as possible and include examples of projects that where you have used the skills]

I know that [name the company] is: [include a brief description about the company based to show the employer that you have done your homework. Go to the company website if needed. Write a few sentences about how your experience and skills will be an asset to the company]

I'd like the opportunity to discuss this position with you. You may contact me by phone at [phone number] or e-mail at [e-mail address]. I have enclosed my resume for your review, and I look forward to hearing from you.

Sincerely,

Sign your name here

[Type your name]

Enclosure: resume [if sent by mail in only]