Dear :

I am sending you this letter and attached resume to apply for the position of [state the job title -be specific! Include the competition number/job posting number if applicable.]

I am very well suited for this position as I really enjoy working with people and helping them find positive solutions for their problems. My ability to multi-task, meet deadlines and produce high quality results will prove to be strong assets for the continued growth and success of your company. [This is only an example. Make sure you list a few skills that are relevant to the position to which you are applying].

If you have any questions or would like more information I would welcome the opportunity to meet with you. You can reach me at [phone or cell number] or my email [insert email]

Thank you for your time and consideration.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Your Name]

Enclosure