

Dear Sir/Madam,

I am writing this letter to you to apply for the position of (desired position) in your company (company name). I came across the position via (mention job portal source) and wanted to apply for the same.

I have a degree in (the degree relevant to the desired position), and I have worked in the field before for over (number of months/years of experience) at (current or company name). During my time as (current or last position), I have learned valuable skills that appear relevant to the position desired by your company.

In my current position as (current position), I have achieved an exponential growth in the field by increasing overall (sales or marketing) statistics by at least (percentage).

I have learned that I enjoy working in this field and that I can prove to be a valuable asset with my present skill set. I enjoy working with like-minded people, and I am a team player. The challenges that the (desired position) offers is big, and I am sure that with an expert team I can take these challenges head-on.

Thank you for your time and for considering me as a candidate. I have mentioned my contact number and email id in my resume and will send a follow-up email next week if further information is required.

Yours sincerely,

(Name)

Dear Mr./Ms./Mrs. (Manager's name),

I am writing to you regarding the recent job opening for (mention job position). I am very interested in working for (mention company name).

I believe that I meet a majority of the required qualifications and skills and that my experience in this field will make me a strong candidate for the position.

I believe in being professional in the workspace and have no problem in meeting the tight deadlines as and when required of me. I believe that with my skills in (mention skills relevant to the position) I can be a valuable asset to your company.

I have enclosed with this letter my resume which I hope is satisfactory and meets all your expectations. My resume contains a more in-depth detail about my education and previous work experience. You will find from the resume that I am capable of (mention how you can handle the job because you have the skills necessary for it).

I look forward to your call for a personal interview with regards to this position.

Thank you in advance for this opportunity.

Warm regards,

(Name)

1111 ABC Street
Washington, DC 00000

July 1, 2009

Ms. Joan Doe
Director of Personnel
Imagemakers, Inc.
4000 100th Street
Washington, DC 000000

Dear Ms. Doe:

Your Personnel Job Vacancy Listing is announcing the position of Public Information Specialist in your Department of Public Relations. I am very interested in being considered for this position.

While a student at Gallaudet University, I majored in communication arts and took several courses related to public relations. I also did two internships in the public relations field through our University's co-op internship program. During my internships with the Government of the District of Colombia and with Giant Food, Inc., I answered inquiries about various services and programs and helped research and develop some materials for constituents and consumers.

Enclosed is my resume, which contains more details about my work experience and educational accomplishments.

I am confident that I could contribute valuable ideas and skills to your organization. I would like to arrange an opportunity for us to meet and will contact you within two weeks to set up an interview. Should you or your staff wish to contact me earlier, please call me at (111) 111-1111. Because I am deaf, I suggest that you call me through a relay telephone service. To do this, call (800) 735-2258. The relay agent will answer your call, and call me using teletype equipment (TTY). Then the agent will relay your comments to me, and mine to you. I am looking forward to meeting you and sharing more about my abilities and experience.

Sincerely,

Your Signature

Your name

Enclosure