# November 12, 2014

**«AddressBlock»**

«GreetingLine»

In December, I will graduate from California College with a Bachelor of Science degree in Hospitality Management. My education, experience, memberships, and community service have made me a strong candidate for the «Position» position advertised in the «Publication».

I look forward to an interview so that we can discuss my opportunities at «Company\_Name». I have enclosed my resume for your review. Thank you, «Title» «Last\_Name», in advance for your time and consideration

Regards,

**Kenna Beamer**

ENCLOSURE