February 21, 2013

Dear :

I am writing in response to your ad in the Elm Street News. The position requirements and my skills are a perfect match. (What newspaper, local and what position are you applying for)

As you’ll see on my enclosed resume, I have the educational background, professional experience, and track record for which you are searching. In addition, I am motivated and enthusiastic, and would appreciate the opportunity to contribute to your firm’s success. (Put information about you, grade in high school, accomplishments, and skills that would make you stand out).

I can promise that meeting with me will not be a waste of your time—and I will make myself available at your convenience, during or outside of normal business hours. (How they can contact you re-write in your own words).

Sincerely,

<Your real signature goes here>

Enclosure