

# SAMPLE ONE - NAME

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Address  
City, State Zip  
(888) 555-1212 (Mobile)  
Email

Name  
Title  
Company  
Address  
City, State

Dear Name:

I am writing to apply for the position of \_\_\_\_\_...

**STATE YOUR MAIN SELLING POINT – PICK THE LARGEST NEED**

With \_\_\_\_\_ years experience in the \_\_\_\_\_ field, I have the ability to

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**STATE SOME SECONDARY POINTS AND AT LEAST ONE ACHIEVEMENT**

My resume will show that I am proficient at counseling children and adult clients from diverse cultures and varied income levels. I have been particularly dedicated to teaching recovering clients about abuse awareness and about drug, alcohol and pornography addictions. The most satisfying result is the transformation of a client from a victim mentality to a state of overcoming the negativity of the past. She had been on crystal meth for 12 years and re-entered society working her first job as a radio station salesperson.

**ASK FOR INTERVIEW**

I would like to request a personal interview to further discuss my strengths and qualifications and how I might help your organization. I will call you on \_\_\_\_\_ to determine if a meeting may be arranged. In the meantime, I can be reached at the address and phone below. Thank you in advance for your consideration and I look forward to speaking with you soon.

Sincerely,

Your name

Address  
Phone

# SAMPLE TWO - NAME

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Address  
City, State Zip  
(888) 555-1212 (Mobile)  
Email

Name  
Title  
Company  
Address  
City, State

Dear Name:

I am writing to apply for the position of \_\_\_\_\_(or inquire about a position with) at \_\_\_\_\_. My resume is attached.

## STATE YOUR MAIN SELLING POINT – PICK THE LARGEST NEED

I have eight (8) years elementary teaching experience and have focused on implementing best instructional practices in the areas of English Language Arts, mathematics, science, and social studies.

## STATE SOME SECONDARY POINTS AND AT LEAST ONE ACHIEVEMENT

I have worked in the capacity of a reading tech and have conducted reading and writing workshops in addition to guiding reading groups. My interest in running records to diagnose reading levels has led to \_\_\_\_\_ (state an achievement).

Others have described me as self-motivated, reliable, detail-oriented, and dedicated. I have excellent communication, organizational, and time-management skills.

## ASK FOR INTERVIEW

I would like to request a personal interview to further discuss my strengths and qualifications and how I might help your school. I will call you on \_\_\_\_\_ to determine if a meeting may be arranged. In the meantime, I can be reached at the address and phone below. Thank you in advance for your consideration and I look forward to speaking with you soon.

Sincerely,

Your name

Address  
Phone