

September 8, 2006

Dear Recruiter:

I am responding to your ad in the Columbus Dispatch for a maintenance tech. I am able to start immediately. I am very dependable and I've been doing this type of work for 7 years now.

I believe my experience and accomplishments demonstrate my versatility, strong analytical skills and decision-making abilities. My salary is negotiable.

I am ambitious and VERY SERIOUS about my employment. I have enclosed my resume for review. I would appreciate a chance to meet with you. I look forward to hearing from you; have a wonderful day!

Sincerely,

Your Name Here

Your Phone Number Here

Enclosure: Resume and references

December 7, 2005

Germain Motor Company
Human Resources
4130 Morse Crossing
Columbus, OH 43219

Good afternoon,

I would like to submit my resume for your files for the Sales position.

I am very fluid in most computer applications and have a strong ability to quickly learn and contribute to an organization.

I love to make money and at the same time give customers what they expect and deserve, the best! I believe my level of education, work experience and eagerness demonstrates my versatility, strong analytical skills and decision-making abilities.

I am ambitious and very serious about a sales career. I have enclosed my resume for review. I look forward to speaking with you regarding any possible opportunities.

Thank you for your time and consideration,

Your Name Here
Your Phone Number Here

October 5, 2006

30 E. Broad Street
36th Floor
Columbus, OH 43215
Attention: State TEAP Coordinator

Dear Recruiter:

Presently I am working as a Human Resource Generalist/Accounting Assistant/Customer Support/Help Desk Assistant for Percipia Inc. and I am also pursuing my Bachelor's degree in Business Administration. I am studying to become a notary public as well. I'm a hard worker with self-motivation and I have an excellent attendance record with my current employer.

I am ready to make a career change. I believe my level of education, experience and accomplishments demonstrate my versatility, strong analytical skills and decision-making abilities and I am more than willing to learn anything new

I have enclosed my resume, references and college transcript for review. I would appreciate a chance to meet with you regarding the Administrative Staff position currently available with your department. I look forward to hearing from you.

Sincerely,

Your Name Here
Your Phone Number Here

Enclosure: Resume and work history

July 10, 2006

Dear Recruiter:

I am responding to your ad in the Columbus Dispatch for a part time leasing agent. I want this job. I am able to start immediately. I believe I am able to sell just about anything. **Please give me the job and you will not regret it.** I am very dependable and my attendance record is impeccable.

I believe my level of education, experience and accomplishments demonstrate my versatility, strong analytical skills and decision-making abilities.

My resume is enclosed for review. I would appreciate a chance to meet with you. I look forward to hearing from you; have a wonderful day!

Sincerely,

Your Name Here

Your Phone Number Here

Enclosure: Resume

Today's Date Here

Dear Mrs. Hiring Person,

I would like to submit my resume for your files. I am very fluid in most computer applications and have a strong ability to quickly learn and contribute to an organization.

I am looking for a position where I can take charge and lead an organization to the next level, based on customer satisfaction and strategic growth being the primary goals of the organization.

I look forward to speaking with you regarding any possible opportunities.

Thank you for your time and consideration, I sincerely look forward to discussing my qualifications further in an interview

Sincerely,

Your Name Here

Your Phone Number Here