

Your street address
City, State Abbreviation Zip Code
Current Date

USA 3000, Dept. RML
Hangar 10
Room 222
JFK Airport
Jamaica, NY 11211

Dear Sir or Madam:

It was with great interest that I read your advertisement for a "Staff Assistant in Personnel" in the March 10 (*use correct month and day*) edition of New York Newsday. USA 3000 is a fine airline and I would be proud to be a part of your excellent staff.

Enclosed you will find my resume which details my PC software expertise. I am proficient in several different word processing packages: Word for Windows and Word Perfect, as well as electronic spreadsheets, including Lotus 1-2-3 and dBase for database management. I am a flexible team player with an outgoing personality, which is a key ingredient to a career in Personnel.

I would enjoy the opportunity to meet with you in person to learn more about this exciting job opening. I am available for an interview at your convenience. I may be reached at (412) 555-1212.

Thank you for your consideration in this matter. I look forward to hearing from you.

Sincerely,

Jane Smith

Enclosure