

# Justin Credible

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September 1, 2012

Mr. Hugh R. Hired  
Director, HappejobCF  
3727 East Apache  
Tulsa, OK 74115

Dear Mr. Hired :

**First Paragraph.** In your initial paragraph, state the reason for the letter, the specific position or type of work for which you are applying and indicate from which resource you learned of the opening.

**Second Paragraph.** Indicate why you are interested in the position, the company, its products or services. If you are a recent graduate, explain how your academic background makes you a qualified candidate for the position. If you had some practical work experience (i.e. internships, class projects), point out the specific achievements or unique qualifications. Be specific.

**Third Paragraph.** In the closing paragraph, refer the reader to the enclosed resume or application, which summarizes your qualification, training, and experiences. Further, indicate your desire for a personal interview and your flexibility as to the time and place. Repeat your best method of contact. Finally, close your letter with a statement that will encourage a response.

Sincerely,

*Justin Credible*

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Enclosure (1)