

GLORIA MORNINGSTAR

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*Heading is copied and
pasted from Resume*

March 19, 20XX

Ms. Wanda McKenzie, Director
Personnel Department
Big Company
101 Market Street
Butler, PA 16002

*Paragraph 1: Mention
the specific position and
where you heard of the
opening*

Dear Ms. McKenzie:

Your opening for a medical assistant, which was advertised on College Central/ Job ID 1234567, is of great interest to me. Please consider the following qualifications in line with your needs.

*Paragraph 2
(and 3) Discuss
your training
and skills as
related to the
position. Refer
to the resume*

The Medical Assistant program at Butler County Community College provided me with extensive hands-on training in both the clinical and administrative aspects of Medical Assisting. As a server Grand Concourse in Station Square, I developed excellent customer service skills and learned to work effectively under time constraints. Enclosed is a resume further detailing my skills and experience.

Could we meet to discuss how my background and qualifications may be beneficial to you? I am available anytime. Please call me at the phone number listed above to schedule an interview at your convenience. I look forward to hearing from you soon.

Sincerely,

Gloria Morningstar *If the letter is a hard copy, make sure you sign it*

*Closing Paragraph: Request a
meeting, let the reader know
when you are available and let
them know when and how to
contact you.*

Gloria Morningstar

Enclosure: Resume (*An enclosure notation is necessary*)

Additional Note: Try to keep the use of the pronoun "I" to an absolute minimum. If you must use "I", do not make it the first word in a paragraph.