

April 2, 2007

Mr. Alvin Theodore
Human Resource Manager
1234 Modern Street Drive
Town, NC 12345

Dear Mr. Theodore:

I am exceedingly interested in this position with Telephone Inc., and believe that my education and employment background are appropriate for the position.

While working toward my degree, I was employed as a customer service representative with a small firm. I increased my call volume while at Fresh Foods, and I would like to repeat that success. I will complete my degree in marketing in May and will be available to begin employment in early June.

Thank you for your consideration.

Enclosed is a copy of my resume, which more fully details my qualifications for the position with Telephone Inc.. Within the next week I will contact you to confirm that you received my email and resume and to answer any questions you may have.

Sincerely,

Jane Doe