

10325 S. State Street
Orland Park, IL 60462
(708) 555-1111
kdoe@mailbox.com

May 29, 2004

Melissa Smith
Creative Services Manager
A.M. Beverages
1234 N. Main Street
Sunrise, IL 62571

Dear Ms. Smith:

Please accept the enclosed resume in consideration for the Graphic Artist opportunity that is currently posted on CareerBuilder.com. The position sounds very challenging and rewarding, and my background appears to match the criteria you are seeking.

As noted on my resume, I recently earned a Bachelor of Arts in Graphic Design. In addition, my background includes several features that are evidence of my ability to make a positive impact as a Graphic Artist, including:

- A semester as a Design Intern, during which I produced several marketing materials, redesigned web pages, and brainstormed creative ideas for a major convention center.
- Work featured at exhibitions and in publications, including pieces that have garnered noteworthy recognition.
- Proficiencies in applications such as PhotoShop, Illustrator, PageMaker, Quark, JavaScript, and HTML.
- Involvement with extracurricular activities, which has helped me to develop strong skills of interpersonal communication, teamwork, and adaptability.

I would appreciate the opportunity to meet with you to discuss in detail how my qualifications might meet your needs. If you have any questions or wish to arrange an interview, please feel free to contact me at (708) 555-1111 or at kdoe@mailbox.com. Thank you very much for your time and consideration.

Sincerely,

Kerry J. Doe

Kerry J. Doe

10325 S. State Street
Orland Park, IL 60462
(708) 555-1111
kdoe@mailbox.com

March 29, 2003

Melissa Smith
Employment Recruiter
Johnson Publications
1234 N. Main Street
Sunrise, IL 62571

Dear Ms. Smith:

Please accept the enclosed resume in consideration for the Marketing Analyst opportunity posted in the *Chicago Tribune* on March 27. The position sounds very challenging and rewarding, and my background appears to match the criteria you are seeking.

As noted on my resume, I recently earned a Bachelor of Arts degree in Marketing. In addition, my background includes involvement with several extracurricular activities at school and a semester as a Marketing Intern at a non-profit community organization. All of those endeavors required extensive interaction and collaboration with co-workers and classmates, which greatly enhanced my **interpersonal communication** and **teamwork skills**. Furthermore, in order to promote innovative ideas in those various roles, it was important for me to implement strong qualities of **initiative** and **leadership**. My internship experience allowed me to **problem-solve** real-world situations and significantly increased my awareness of marketing's role in business. Most notably, I had the opportunity to assess the organization's target market and develop new advertising ideas for increasing the public's awareness of certain fundraising campaigns. Finally, because your company consistently embraces **creativity**, my skills and experience seem to match its approach to conducting business.

I would appreciate the opportunity to meet with you to discuss in detail how my qualifications might meet your needs. If you have any questions or wish to arrange an interview, please feel free to contact me at your convenience at (708) 555-1111 or at kdoe@mailbox.com. Thank you very much for your valuable time and consideration.

Sincerely,

Kerry J. Doe

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Orland Park, IL 60462
(708) 555-1111
kdoe@mailbox.com

May 29, 2002

Melissa Smith
Assistant Superintendent
Fairview School District 123
7890 W. State Street
Fairview, IL 60404

Dear Ms. Smith:

Please accept the enclosed resume in consideration for an elementary education teaching position with your school district. I recently completed my certification requirements and am eager to start my career with your district.

My teacher preparation extends beyond my bachelor's degree in elementary education and student teaching experience. My background includes two years of experience as a Teacher's Aide and involvement with several community volunteer activities, which has allowed me to interact extensively with a diverse array of children and their families. All of these endeavors have greatly enhanced my teaching skills and have significantly increased my awareness of the qualities necessary to be a successful educator.

My creative and enthusiastic manner of instruction enables me to quickly secure students' interest, which allows me to engage everybody in the learning process. In addition, I always try to apply a variety of methods for directing classroom activities, including the use of technology. My strong characteristics of flexibility and resourcefulness help me to earn students' respect. Furthermore, my effective listening skills and sense of fairness tend to gain students' trust in my commitment to their well-being. For these reasons, my approach to teaching seems consistent with your district's mission statement for educating students academically and socially.

I would appreciate the opportunity to meet with you to discuss my qualifications in detail. Please send me any materials needed to complete the application process. If you have any questions or wish to arrange an interview, please feel free to contact me at your convenience at (708) 555-1111. Thank you very much for your valuable time and consideration.

Sincerely,

Kerry J. Doe

Kerry J. Doe

10325 S. State Street
Orland Park, IL 60462
708-555-1111
kdoe@mailbox.com

May 29, 2003

Melissa Smith
Nurse Recruiter
Johnson Memorial Hospital
1234 N. Main Street
Sunrise, IL 62571

Dear Ms. Smith:

Please accept the enclosed resume in consideration for the Intensive Care Staff Registered Nurse opportunity that was posted in the *Chicago Tribune* on May 27. I recently earned a Bachelor of Science degree in Nursing and am eager to begin my career with your organization.

As noted on my resume, my experience extends beyond classroom studies and clinical rotations, as evidenced by my two years of work as a Patient Care Technician. Through both my educational and work-related endeavors, my nursing skills and awareness of hospital procedures have been greatly enhanced. More specifically, those experiences have shown me the value of being **attentive to detail** and of exhibiting **excellent interpersonal qualities** in attempting to deliver effective care to patients and their families. In addition, I have learned the importance of utilizing **strong communication skills** and **solid teamwork skills** in striving to build positive relations with all members of a comprehensive health care program. Furthermore, my performance evaluations have consistently been very respectable, which is indicative of my **exemplary work ethic**. It is these characteristics and experiences that would enable me to make a valuable contribution to a position with your hospital.

I would appreciate the opportunity to meet with you to discuss my qualifications in detail. If you have any questions or wish to arrange an interview, please feel free contact me at 708-555-1111. Thank you very much for your valuable time and consideration.

Sincerely,

Kerry J. Doe

Kerry J. Doe