

221 Main Street  
Stephenville, TX 76401  
May 17, 20\_\_

Mr. Fred Isenhower  
Vice President of National Sales  
Drexel Heritage Furnishings  
1515 Industrial Park Drive  
Drexel, NC 28619

**Tip:** It is best to have a contact name instead of sending it To Whom It May Concern. If you don't know the contact, call the company/business.

Dear Mr. Isenhower:

**First paragraph:** State the reason for writing the letter, specify the position or type of work for which you are applying, and indicate from which resource (friend, employment service, news media, placement center) you learned of the opening or received his/her/their name.

**Second paragraph:** State why you are interested in the position, the company, its products or services, and above all, indicate what **you can do** for the employer. If you are completing a degree or are a recent graduate, explain how your academic background qualifies you for the position. If you have had some practical work experience, point out specific achievements or unique qualifications. Highlight your strengths and achievements and state how they suit you for the position. Provide details and explanations that are not found on your resume. Indicate what you can do for the organization. Do not inquire about what the organization can offer you.

**Third paragraph:** Refer the reader to the enclosed resume or employment application that summarizes your qualifications, training, experiences, and the like. Assure the employer that you are the person for the job.

**Concluding paragraph:** Initiate the next follow-up whenever possible, i.e., "I will call you..." "I will be in your city on a certain date and would like to meet..." "Are you recruiting at a school in my area..." Exceptions are newspaper or other ads where you cannot identify the person. Indicate your flexibility, repeat a phone number (or add a different number where you can be reached during certain hours, if appropriate), and offer any assistance necessary to help obtain a speedy response.

Sincerely yours,

Jane H. Smith

Enclosure