**John Doe**

200 West First St.

Auburn, ME 04211

Phone: 207.555.0145

Email: jdoe@email.com

September 10, 2012

Sally Jenkins

ABC Company

123 Main St.

Reseda, CA 91324

Dear (Ms., Mr.) Jenkins,

I am writing to inquire about possible openings at \_\_\_\_\_\_\_\_\_\_\_\_ for a \_\_\_\_\_\_\_\_\_\_\_\_\_\_. I am interested in an entry level position offering the opportunity for developing my skills and resume objective.

Although I am new to the work world I am (two or three skills or qualities not mentioned on your resume). If given the opportunity I believe I will be an asset to the (company name) team.

Please find enclosed my resume and a list of my references. I will follow up with a phone call next week. Feel free to call me at 207.555.0145, to arrange a time to meet. I look forward to speaking with you.

Sincerely,

John Doe

Enclosures