Alan Harris  
3753 Dalton Ave  
Los Angeles, CA 90044  
323-392-2289  
[alanharris3@gmx.com](mailto:alanharris3@gmx.com)

August 4, 2014

Ms. or Mr. Lastname  
Any Jobwilldo Inc.   
123 Anywhere Street  
Anywhere, CA 00000

To whom this may concern:

I am submitting my resume (and application) for the Sales associate position that was advertised on the stores website.

I am currently enrolled at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and will graduate next semester. I have maintained a \_\_\_ grade point average while working part time in a work study program. I am especially interested in working at \_\_\_\_\_\_\_\_\_\_\_ because it\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Although I lack experience working in\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I believe my \_\_\_\_\_\_\_ and\_\_\_\_\_\_\_ will make me a valuable \_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_.

Thank you for reviewing my resume (and application). I would very much like to interview for this position and will follow up with you next week.

Sincerely,

Your Name

Enclosure: Resume