Your Address

City, State Zip Code

Date

Marlon Smith

Human Resource Manager

Goldman & Co.

789 Third Street

Shreveport, LA 77777

Dear Mr. Smith:

I recently noticed a vacancy at your organization for the position of Computer Programmer in a recent issue of PC World. I have been working in a technology environment for several years, and I am anxious to learn more about this opportunity.

I recently graduated from XYZ University with a Bachelor of Science in Computer Science. I have acquired a great deal of hands-on experience during the last few years through many detailed class projects. Most recently, I have developed large Access inventory systems using C++ and Visual Basic.

I believe my combination of education and experience are an excellent match for the qualifications of your position. I have enclosed my resume for your review. I am very interested in meeting you to discuss this opportunity within your organization If you would like any additional information, my number is (225) 555-2121. I will be in the Shreveport area from April 10 through May 30, and would greatly appreciate the opportunity of meeting with you during that time. Thank you very much for your consideration.

Sincerely,

Your Handwritten Signature

Your typed name

Enclosure