

Thomas Collegian
123 Acorn Street
Simi Valley, CA 91456
(805) 987-6543 CollegianTM@email.com

May 12, 2004

Ms. Jane Jones
Operations Manager
First Mutual Bank of the Valley
12578 Magnolia Boulevard
Van Nuys, CA 91609

Dear Ms. Jones:

Having completed my undergraduate work at The Master's College with a major in Business Management, I am seeking employment at a local firm where I can apply my skills and knowledge. I have read with great interest your announcement on JobTrak for a Financial Analyst. I would very much appreciate consideration for the position.

In addition to my training in management, I undertook a minor emphasis in computer sciences. I have a keen interest in economics and statistical research, and completed a major research project as part of my course material. My recent part time work as a financial assistant has prepared me for a career in the banking industry.

I am aware that First Mutual Bank anticipates significant growth in the southern California area in coming years. I am interested in working in this area, although I am willing to relocate for a challenging position.

I will contact your office during the week of May 21 to arrange an interview. I can be reached at the number above anytime.

Sincerely,

Thomas Collegian

Enclosure

Wanda Winsome
942 Hillside Drive
Rancho Viejo, CA 95429
(714) 234-5678

May 14, 2003

Ms. Alora Whetherington
Director of Human Resources
Sparkle Publishing Company
459 Wilshire Boulevard
Los Angeles, CA 90068

Dear Ms. Whetherington:

As a recent graduate of The Master's College with a major in English, I am seeking employment with a publishing company with a bright, challenging future. I learned of your corporation through Dr. Charles Boone, who suggested I inquire through your office.

In addition to my formal training in English, I have two years experience as copy editor and feature writer on my college newspaper. I have sought summer employment with companies that have added to my graphic arts and design experience. I am familiar with Microsoft Office as well as other desktop publishing software.

I am excited about the possibility of putting my skills and knowledge to use in a firm such as yours. Sparkle Publishing has an excellent reputation among those in the English Department at The Master's College.

I will contact your office soon to discuss the possibility of an interview, or I may be reached at the number shown on my resume.

Sincerely,

Wanda Winsome

Enclosure

Pamela Person
21726 Placerita Canyon Road, #999
Santa Clarita, CA 91321
(661) 123-4567 PersonP@mymail.com

April 30, 2003

Coordinator of Personnel
938 Missouri Boulevard
Oakland, CA 94606

I am excited to learn of the opening for the position of Special Education Instructor at your school.

On my enclosed resume I have outlined my professional and educational background, giving special emphasis to those skills and accomplishments that address your school's stated needs and requirements.

I have achieved a reputation as a hard-worker, a person of great patience and endurance. I am particularly adept at dealing with situations that most people find too difficult or overwhelming to approach. In both my education and my experience I have a strong record of success.

I would welcome the opportunity to meet with you to share my background, and my thoughts for a career in special education. I will call later this week to see when I can arrange an appointment.

Sincerely,

Pamela Person

Enclosure

Ima Recent Grad
1359 Main Street
Anytown, CA 91234
(213) 456-7890 ImaGrad@masters.edu

May 1, 2004

Jaime Perez
Director of Operations
Computer Innovations
2200 University Avenue
San Francisco, CA 97654

Dear Mr. Perez:

I am eager to introduce myself as a potential employee of Computer Innovations.

I have been an enthusiastic and loyal follower of your company for more than ten years. I admire both the creativity and technical skill of your development staff. I would love add my own talents to your company.

I am a creative and dynamic person myself, with twelve years of experience with computer design. I am completing my formal education at The Master's College in Santa Clarita, where I have had extensive experience with website design and hardware interfacing. I am confident that my abilities will fit well with the direction and requirements of your company.

I will be in San Francisco shortly, and I will follow up this letter with a call to your office to arrange a meeting. In the meantime, if you wish to call me I can be reached at the number above.

Sincerely,

Ima Recent Grad

Enclosure