

## Susan Lancaster

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Street Address, City State ZIP

Home: Phone Number - Cell: Cell Phone Number - Email

September 07, 2014

Recipient First Name Last Name

Company Name

Street Address

City, State/Province zip

Phone

Email

RE: [Job Title], [Ref#], [Date]

Dear [First Name] [Last Name],

I'm contacting you in regards to the [job title] position at [company name], advertised in the [enter location of job posting] on [enter date of posting]. I am very interested in further particulars and in filling out an application form.

My relevant qualifications include my [Degree] in [Major]. Also of note is my most recent position as [Job Title] for [Company Name]. In this role, I was responsible for [enter core job responsibilities]. And during my tenure, I [enter major job accomplishment] which [enter positive result].

With my skill set and proven track record, I can be a valuable addition to [Company Name]. I can be reached for an interview at your convenience.

Thanks in advance for your time. I look forward to your call.

Best Regards,

[Your First Name] [Your Last Name]

[Your Phone Number]

[Your Email]

### Sample

## Susan A. Lancaster

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11403 Tartans Landing Road  
Goshen, KY 40026  
(H) 502.2282046  
[susanalancater@gmail.com](mailto:susanalancater@gmail.com)

September 8, 2014

- Type Name—Justify Left or Right—Select a Conservative Font—Increase Name to 20 point

**Enter** (*In class- we will discuss adding the line beneath the name*)

- Type Address Street, City, State ZIP, Phone Number (H)- Cell Phone Number(C), E-mail

*Only use information where you would want to be contacted*

- Add Date—Justify Right

**Enter**

- Add Recipient First Name Last Name (*for the purpose of this letter add your School counselor*)
- Add College Name (*for the purpose of this letter, Add Ivy Tech Community College Street Address, City, State, ZIP, Phone ( 8204 Highway 311, Sellersburg, IN 47172 812.248.2600)*)
- E-mail (*for the purpose of this letter, Add [admissions@ivytech.edu](mailto:admissions@ivytech.edu)*)

**Enter**

- RE: (*for the purpose of this letter, Add College Admission Fall, 2015*)

**Enter**

- Dear (*for the purpose of this letter, Add Dear Mr. John Smith*)

**Enter**

- Type—I am contacting you in regards to admission to Ivy Tech Community College for the Fall of 2015. I am very interested in attending your college to study Computers and Technology. Please send me the appropriate application package required for admission.

I will graduate from Corydon Central High School in May of 2015 and would like to begin classes during the Fall semester of 2015. My relevant qualifications include: *(list a couple of areas that you have been engaged in high school activities)*. My career aspirations include: *(list your tentative plans)*. My activities outside of high school include: *(list a couple of your out of school activities.)*

- Type--Thanks in advance for your assistance. I look forward to receiving the *(Fill in appropriate college name)* Ivy Tech Community College Admissions packet.

Enter, Enter

- Type—Best Regards
- Type Your First Name and Your Last Name
- Type your Phone Number
- Your Email address.