

Your Address - 98012 your phone number (H) - your cell phone (C) – your_email@everettsd.org

January 9, 2014

Senior Seminar Interviewer(Recipient)

1508 136th ST SE

Mill Creek, WA 98012

425-385-7000

ceteacher@everettsd.org

RE: Qualified graduate of H. M. Jackson High School June 2014

Dear Employer,

Please take a look at my attached resume for a detailed look at my skills and experience. Here's a snapshot of what I have to offer:

My educational background has prepared me for the role as [insert your career focus]. In particular [highlight the academic preparation that has helped you, your skills, and strengths] have given me a solid background so that I can perform well as an [your career choice]. I am eager to contribute my up-to-date skills to the team.

I am certain that my resume will give you a greater understanding of my qualifications for the exciting opportunities as part of your team. I am ready to [describe your career goal].

I would greatly appreciate the opportunity to work with you and your team. I look forward to speaking with you soon.

Sincerely,

Your Name Here