

JANET IVEY

650-989-6035 | JANETIVEY@MAIL.COM

February 4, 2019

Name of person who will interview you

The person's job title

Name of the business

Address of the business

City, State Zip

Dear Mrs. Jones,

This paragraph should state your reason for the letter. Include the specific position for which you are applying. Also, include from which source you learned of the opening. It may be from a friend, the internet, placement center, or instructor.

Tell why you are interested in the position. In addition, explain how your background qualifies you for the position. Share any experience you have had. However, avoid repeating the information the reader will find in the resume.

In the closing paragraph, indicate your desire for an interview. If your schedule is flexible, state that you are available at the convenience of the interviewer. If your schedule is not flexible, state that you would like to arrange to interview on a certain date. Close your letter with a statement that will encourage a response. For instance, you may say, "I am looking forward to hearing from you."

Sincerely yours,

Karen Smith