

# William J. Anybody

Mailing Address  
Telephone Number and E-Mail Address

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Date

Name of Contact, Title  
Company  
Address  
City, State, Zip Code

Dear (Mr./Ms.) (Last Name of Contact):

I am writing to express my interest in exploring career opportunities in (Area of Interest, Job Function, Name of Department) with (Name of Company).

I will be graduating in (Month and Year) from Birmingham-Southern College with a Bachelor of Science degree in (Major Concentration). I have comprehensive training in and a thorough academic knowledge of (Coursework, Curriculum, Academic Focus). I have extensive experience in (Job Functions, Specific Industry, Area of Specialty). I possess strong (Relevant Skills and Competencies) skills and excellent (Relevant Skills and Competencies) abilities.

I would like to meet with you at your convenience to learn more about (Name of Company) and opportunities in (Area of Interest, Job Function, Name of Department). I will contact you next week. Thank you for your consideration.

Sincerely,

***Your Signature***

Your Name

# Tom T. Tuttle

123 Main Street, Birmingham, Alabama 35123  
(205) 123-4567    ttuttle@yahoo.com

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March 19, 2012

Alan W. Smith  
Director of Marketing Department  
Superior Products Company  
123 Downtown Avenue  
Birmingham, Alabama 35555

Dear Mr. Smith:

I am writing to express my interest in exploring career opportunities in marketing with Superior Products Company.

I will be graduating in May 2012 from Birmingham-Southern College with a Bachelor of Science degree in Business Administration. I have comprehensive training in and a thorough academic knowledge of marketing principles, brand management, advertising and promotions, market research, consumer behavior, and professional sales. I have extensive experience in sales, event planning, public relations, and customer service. I possess strong planning and organizational abilities and excellent administrative and interpersonal skills.

I would like to meet with you at your convenience to learn more about Superior Products Company and opportunities in marketing. I will contact you next week. Thank you for your consideration.

Sincerely,

***Tom T. Tuttle***

Tom. T. Tuttle

# Alice B. Wonder

123 Main Street, Birmingham, Alabama 35123  
(205) 123-4567 abwonder@yahoo.com

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March 22, 2013

Judy R. Thomas  
Managing Editor  
Deep South Magazine  
123 Downtown Avenue  
Birmingham, Alabama 35555

Dear Ms. Thomas:

I am writing to express my interest in exploring career opportunities in journalism with Deep South Magazine.

I will be graduating in May 2013 from Birmingham-Southern College with a Bachelor of Arts degree in English. I have comprehensive training in and a thorough academic knowledge of English language, literature, and grammar. I have extensive experience in writing, editing, and researching. I possess strong creative abilities and excellent writing and editing skills. I have strong research and information gathering skills.

I would like to meet with you at your convenience to learn more about Deep South Magazine and opportunities in journalism. I will contact you next week. Thank you for your consideration.

Sincerely,

**Alice B. Wonder**

Alice B. Wonder

# Linda Q. Friendly

123 Main Street, Birmingham, Alabama 35123  
(205) 123-4567 lqfriend@yahoo.com

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March 15, 2012

Bobby K. Jones  
Director of Oncology  
St. Vincent's Hospital  
123 Downtown Avenue  
Birmingham, Alabama 35555

Dear Dr. Jones:

I am writing to express my interest in exploring career opportunities in health care with St. Vincent's Hospital.

I will be graduating in May 2012 from Birmingham-Southern College with a Bachelor of Science degree in Biology. I have comprehensive training in and a thorough academic knowledge of biology, chemistry, and health-related concepts. I have extensive medical, research, and community service experience. I possess strong science and research abilities and excellent technical and analytical skills.

I would like to meet with you at your convenience to learn more about St. Vincent's Hospital and opportunities in health care. I will contact you next week. Thank you for your consideration.

Sincerely,

**Linda Q. Friendly**

Linda Q. Friendly

# David L. Stellar

123 Main Street, Birmingham, Alabama 35123  
(205) 123-4567 dlstellar@yahoo.com

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March 10, 2013

Sally W. King  
Director of Events  
Acme Public Relations Firm  
123 Downtown Avenue  
Birmingham, Alabama 35555

Dear Ms. King:

I am writing to express my interest in exploring career opportunities in public relations and event planning with Acme Public Relations Firm.

I will be graduating in May 2013 from Birmingham-Southern College with a Bachelor of Arts degree in Psychology. I have comprehensive training in and a thorough academic knowledge of psychological concepts and principles of human behavior. I have extensive managerial, administrative, fund raising, customer service, and event planning experience. I possess strong planning and organizing abilities and excellent interpersonal communication skills.

I would like to meet with you at your convenience to learn more about Acme Public Relations Firm and opportunities in public relations and event planning. I will contact you next week. Thank you for your consideration.

Sincerely,

**David L. Stellar**

David L. Stellar