

Your Name  
Street Address  
City, State Zip

Phone: 360-555-1212  
Email: seniorstudent@gmail.com

Month Day, Year

Company  
Human Resources (add name, if known)  
Street Address  
City, State Zip

To Whom It May Concern:

I am very interested in the open position for \_\_\_\_\_ in your company. My family and I have been long time users of your products and I would enjoy working at a business that not only manufactures quality products but also is committed to the community.

My experience as an exchange student in Chile has given me the ability to communicate in both English and Spanish and I believe that this would be a great benefit to your company as you have many customers who are native Spanish speakers. I also have had customer service training and am comfortable with conducting customer support on the telephone.

Enclosed is my resume which will provide additional information about my qualifications.

I would appreciate the opportunity to meet with you and discuss the \_\_\_\_\_ position and my qualifications for the job.

Sincerely,

Your Name

Enclosure