

Employer's Name  
Employer's Address  
Date

Your Name  
Address  
Denver, Zip code

Dear Mr. /Ms. /Mrs. Smith,

I wish to be considered for the position of (whatever position advertised as) as advertised on Craigslist. Attached is my current resume.

I believe I could make a valuable contribution to your organization because, as my resume indicates, I have considerable experience in both the day-to-day running of an office and in supervising others. At my previous job with ATC financial, I was able use my skill of debt collection. I was tasked with the duty of collecting payments for over due accounts. I approached past due clients, I developed a tactic where I would set them up on a reasonable payment plan and took immediate payments. As a result I collected an average of \$8,000 per month over my collection target.

In addition, my knowledge of Windows and Microsoft Office Suite (Word, PowerPoint, Excel, Outlook, etc.) plus basic knowledge of other standard office equipment should be an invaluable asset to your operations. Previous employers have described me as meticulous when details are important, but flexible under fire. I am definitely a team player and I can also thrive in high-energy environments where I produce some of my best work.

(company you're applying for) has long tradition of fine products and solid management which makes your company particularly attractive to me as a potential employer. For that reason I would very much appreciate the opportunity to discuss this position with you and will contact you next week concerning the possibility of our meeting.

Thank you for the interest you may have in my credentials and best wishes on your continued success.

Sincerely,

First and Last Name  
Phone Number  
E-mail