

4-Paragraph Sample

567 Carlos Bee Blvd.
Hayward, CA 94542

October 1, 2008

Patricia Scott
Director, Human Resources
Yahoo!
896 Mission College Blvd.
Santa Clara, CA 95003

Dear Ms. Scott:

This letter is in response to the Training Specialist position advertised in the September 1st edition of the *Oakland Tribune*. I am confident that my qualifications for this position merit your consideration.

As you can see from my resumé, I recently obtained my bachelor's degree in Communications from California State University, East Bay. While this degree has provided me with a strong background in communication theory, it has also given me the opportunity to demonstrate my abilities through practical experience.

As a Training Department Intern with Nummi, I was responsible for a new computer software education program. This project allowed me to develop and refine my training and organizational skills while designing a program to teach basic software applications to users with limited experience working with computers. The success of this program has been so overwhelming that Nummi has integrated it into the new staff training course.

Although the enclosed resumé outlines my education and experience, I would appreciate the opportunity to demonstrate in an interview my knowledge of employee training and development, initiative, and interpersonal skills. I will be contacting you by telephone next week to discuss your needs and my qualifications. If you have any questions before that time, please contact me at 510-555-5555. Thank you for your consideration.

Sincerely,

(Your Signature)

Cynthia Brown

Enclosure