

10325 S. State Street
Orland Park, IL 60462
708-555-1111
kdoe@mailbox.com

March 29, 20xx

Human Resources
A.M. Beverages
1234 N. Main Street
Sunrise, IL 62571

Dear Hiring Manager:

Please accept the attached resume in consideration for the Graphic Artist position that is currently posted on your website. I recently earned a Bachelor of Arts in Graphic Design, which included completing an internship for an organization's creative services department. I would be grateful for the chance to contribute my skills at A.M. Beverages, a company that is admirable for its commitment to environmentally-friendly practices in conducting its manufacturing, delivery, and office operations.

My background includes several features that would enable me to make an immediate positive impact as a Graphic Artist, including:

- Experience as a Design Intern for a semester, during which I produced several marketing brochures, redesigned web pages, and brainstormed creative marketing ideas for a convention center.
- Design pieces that have been featured at exhibitions, in publications, and at competitions, including items that have garnered noteworthy awards.
- Production of numerous pieces that demonstrate proficiency in software applications such as PhotoShop, Illustrator, PageMaker, Quark, JavaScript, and HTML.
- Active involvement in organizing community volunteer activities as a member of my college's Service Club, which helped me to develop strong skills in communication, teamwork, multi-tasking, and problem solving.

I would appreciate the opportunity to meet with you to discuss in detail how my qualifications might meet your needs. If you wish to arrange an interview, please feel free to contact me at 708-555-1111 or at kdoe@mailbox.com. Thank you very much for your time and consideration.

Sincerely,

Kerry J. Doe

10325 S. State Street
Orland Park, IL 60462
(708) 555-1111
kdoe@mailbox.com

May 29, 20xx

Human Resources
Johnson Memorial Hospital
1234 N. Main Street
Sunrise, IL 62571

Dear Nurse Recruiter:

Please accept the attached resume in consideration for the position of Intensive Care Registered Nurse. I recently earned a Bachelor of Science in Nursing and am eager to begin my career with your hospital, where I experienced two very enriching clinical rotations soon after it achieved Magnet Status.

In addition to nursing studies and clinical rotations, my experience includes two years of work as a Patient Care Technician. My nursing skills and awareness of hospital procedures have been greatly enhanced through all those endeavors. More specifically, through considerable interaction with patients and their families, I have strengthened my interpersonal and communication skills while engaged in attentive and compassionate conversations with individuals who are often emotional and stressed. In addition, those experiences have included significant collaboration with members of healthcare staffs, which has taught me the value of strong teamwork in delivering quality patient care. Furthermore, my substantial involvement with working on busy hospital units has required me to adapt and multi-task effectively in meeting patients' needs in a timely manner. Finally, my extensive experience analyzing and charting patients' vital signs has sharpened my attention to detail and accuracy.

I would appreciate the opportunity to meet with you to discuss my qualifications in detail. If you wish to arrange an interview, please feel free to contact me at (708) 555-1111 or at kdoe@mailbox.com. Thank you very much for your valuable time and consideration.

Sincerely,

Kerry J. Doe

123 S. Main Street
Oak Lawn, IL 60453
708-555-1111
kdoe@mailbox.com

March 10, 20xx

Human Resources
Fairview School District 123
7890 W. State Street
Fairview, IL 60404

Dear Administrator:

Please accept the attached resume in consideration for an elementary education teaching position with your school district. I recently completed my licensure requirements and am eager to start my career with your district, which offers an impressive array of programs to encourage parental involvement with their children's education.

My approach to teaching is one that encourages students to become productive lifelong learners and to practice responsible behaviors. I offer the following key strengths as a classroom teacher:

- Two years' experience as a Teacher's Aide, which has significantly improved my skills as an educator.
- Experience with instructing students in traditional academic subjects as well as in social skills development.
- Expertise in teaching students to decode words and to become fluent readers, thereby successfully improving their proficiency in language arts.
- An innovative, hands-on method of teaching, which includes the use of computer-based activities.
- Effective application of learning material to real-world situations, which helps bring lessons to life and increases student interest.
- Skilled in preparing lesson plans that address the special needs of students who have learning disabilities.
- Enhanced professional development through in-service training in Math Manipulatives, Open Court Primary Language Arts, and Home Science Projects.

I would appreciate the opportunity to meet with you to discuss my qualifications in detail. If you wish to arrange an interview, please feel free to contact me at 708-555-1111 or at kdoe@mailbox.com. Thank you very much for your valuable time and consideration.

Sincerely,

Kerry J. Doe

123 State Road
Orland Park, IL 60462
708-555-1111
kdoe@mailbox.com

May 29, 20xx

Chris Smith
Director of Special Education Services
Fairview School District 123
7890 W. Main Street
Fairview, IL 61432

Dear Chris Smith:

Please accept the attached resume in consideration for a Speech Therapist-Clinical Fellowship position. Your school district's recent statewide recognition for innovation in special education is impressive, and I am eager to contribute my skills to your valuable team.

In addition to a master's degree in speech-language pathology and its accompanying field experiences, my background includes assets that would enable me to make an immediate impact with your district. Most notably, I possess a year of experience as a speech assistant in an elementary school, which has increased my awareness of the qualities necessary to be a successful speech therapist. Specifically, my extensive practice in helping to administer assessments and develop therapies has required me to sharpen my analytical and goal setting skills. Additionally, my effective listening and communication skills have strengthened my efforts in providing proper guidance that is specific to each individual client. Furthermore, I have demonstrated sound qualities of resourcefulness, patience, and perseverance in addressing clients' needs, thereby helping me to earn their confidence in my commitment to their improvement. Finally, my creative and enthusiastic approach to therapy allows me to quickly secure clients' interest and often contributes to positive learning experiences.

I would appreciate the opportunity to meet with you to discuss my qualifications in detail. If you wish to arrange an interview, please feel free to contact me at 708-555-1111 or at kdoe@mailbox.com. Thank you very much for your valuable time and consideration.

Sincerely,

Kerry J. Doe