

► Your name and contact information	Pat Perfect One Pluperfect Way Anytown, US 12345 (111) 222-3333 pat@email.com
Date ►	December 31, 2010
► Hiring manager's name and address	Ms. Julie Joboffer Office Manager Listen Up Inc. 55 Nowhiring Highway Anytown, US 12345
Job Code ►	Re: Job Code 5678, from the <i>Blabbermouth</i>
Salutation ►	Ms. Joboffer:
Attention ►	I would like to apply for your Office Receptionist position, which I saw advertised in Wednesday's edition of the <i>Blabbermouth</i> .
Interest ►	Ms. Joboffer, I can offer you three years of experience, a cheerful helpful personality, and a good memory for names, faces, voices, and telephone numbers.
Desire ►	<ul style="list-style-type: none">• I am familiar with most telephone systems, fax machines, email, plus both Apple and Microsoft operating systems.• I have hands-on experience with Quickbooks, Microsoft Word, Excel, and appointment scheduling software.• I also have experience as a bill collector. If the need arises, I would be happy to make collection calls or field difficult or awkward inquiries.
Action ►	<p>I would love to interview for this position. Please call. You can reach me anytime on my cell at (111) 222-3333. When you do call, please understand that the child's voice on my voice-mail greeting is not my voice!</p> <p>I look forward to your call.</p>
Closing ►	Sincerely,
Signature ►	<i>Pat Perfect</i>
Printed name ►	Pat Perfect