March 26, 2017

(enter 4 times)

Your name

Your street number and name

Your town, state zip code

Recipient’s Name

Pine Mountain Middle School

2720 Pine Mountain Circle NW

Kennesaw, Georgia 30152

Dear Recipient’s Name:

I am interested in pursuing a position within your company. The position of \_\_\_\_\_\_\_\_\_\_ is in an area I feel best suits my skills and abilities. This position will allow me to utilize my unique set of qualifications to meet your school’s needs. I learned about the opening through the Mustang News. My enclosed application demonstrates my ability to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and my willingness to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Insert paragraph #2 here. Explain specific reasons you would be great for the job.

Thank you for taking the time to review my information. You may contact me at the number or email referenced below. I look forward to hearing from you, and I welcome the opportunity to interview with you.

Sincerely,

(enter 4 times)

Your Name

Your telephone number

Email address