

General Business Letter

Jane Sharp

10010 Pennylane Road
Homewood, IL, 60430
815-123-4567
smith@yahoo.com

October 10, 2008

Mr. John Doe
Hiring Manager
ABC Corporation
1 Business Plaza
Anytown, IL 60602

Dear Mr. Doe:

In the interest of exploring opportunities within your organization, I have enclosed my resume for your review. My work background includes experience in editing, customer service, sales and marketing in several retail stores. I have also written copy for store signs and advertising, which has given me a strong foundation in writing for target markets.

For the last two years, I have also enhanced my writing skills by editing a cookbook and serving as an editor for a monthly fraternity newsletter. Through this experience, I have developed my ability to initiate a project and see it through to the final product. In addition to my experience in editing, I have also gained valuable knowledge in personnel assistance. With my considerable energy, drive, and ability to work long hours, I believe that I could make a positive contribution to your organization.

Should any questions arise regarding the information on my resume, please do not hesitate to contact me through the address or telephone number listed above. I would appreciate the opportunity to discuss my qualifications with you. Thank you for your time and consideration.

Sincerely,

Jane Sharp