November 12, 2012

John Doe

Human Resource Manager

Joe’s Automotive

Tarpon Springs, FL

Dear Mr. Doe,

I am writing to apply for the position as a graphic designer, as stated in your advertisement on Craigslist on October 2. As seen on my résumé, my proficiency skills in Adobe Photoshop and experience with computers would be great assets to your company.

My positive attitude, as well as my reliable transportation, makes me an ideal candidate for the graphic designer position. As you can see, there is an employment gap on my résumé. During that time, my main priority was furthering my education and honing in on my computer skills. As you will notice from my résumé, I am expected to graduate in 2013 with a bachelor’s degree in business administration. Refer to the attached résumé for additional information regarding my education, experience, and skills.

I would appreciate if you would allow me an opportunity to discuss my qualifications for the graphic designer position more in-depth during an interview. You can reach me at (608) 213-5037 to arrange an interview, at your convenience.

Sincerely,

Samantha Anton