

January 15, 2015

1. *This is the date*

ABC Electronics
1234 89th Avenue
Anytown, IN 46300
Attention: Mrs. Richardson

2. *This is the inside address*

Seven (7) parts of letter:

1. Date
2. Address (theirs, not yours)
3. Salutation
4. Content
5. Closing
6. Signature & contact info
7. Attachment/enclosure

Watch spacing carefully between these sections!

Dear Mrs. Richardson,

3. *This is the salutation*

In response to your recent advertisement for a sales representative, I respectfully submit my resume for your consideration.

I have always had a high respect for your industry and have always wanted to be part of the technology that you offer to customers. My future plans are to be in software engineering and I believe that the experience I would gain working at your store will help jumpstart my career.

As a full time student at Merrillville High School, I have learned self-discipline and multi-tasking to earn the best grades possible. I am hard working, punctual and have the respect of my teachers and fellow students. My attached resume shows my knowledge, skills and aptitude that I think would qualify me to work for your company. If you have any questions, please do not hesitate to contact me.

Thank you for your time. I hope to hear from you soon.

4. *This is the letter content*

Sincerely,

5. *This is the closing*

John Smith
987 Highlow Road
Merrillville, IN 46410
Phone: 219-555-5555
Email: jsmith@gmail.com

6. *This is the signature (with contact information)*

Enclosure: resume

7. *This is the attachment or enclosure indicating your resume is with the letter*