Jane Doe

150 N. Main, Suite 200

Wichita, KS 67202

877-509-6757

inofo@workforce-ks.com

XYZ Company

123 Hire Me Way

Wichita, KS 67209

Dear [Contact Name],

This letter is to express my interest in discussing the [Job Title] position posted via your company website. The opportunity presented in your posting is very appealing, and I believe that my relevant experience and education will make me a competitive candidate for this position.

The key strengths that I possess for success in this position include, but are not limited to, the following:

* 3+ years supervisory experience in retail environment
* 5+ years program management experience
* Bachelors Degree in Computer Science
* Experience in staff reviews
* Strong written and verbal communication skills
* Tested communications ability with groups and individuals
* Training development and workshop facilitation
* High level report creation, maintenance and presentation

I am a well-spoken, energetic, confident, and personable individual who is just the type of person on whom you can rely. I hope that you will find my experience relevant enough to warrant your consideration. Please see my resume for additional information on my experience.

XYZ Company has a stellar reputation in the community, and I am excited by the opportunity to work for a company so dedicated to staying local. Ensuring our city is thriving is of great importance to me; I look forward to building Wichita’s future with XYZ.

I can be reached anytime via my cell phone at 316-123-4567. Thank you for your time and consideration. I look forward to speaking with you about this opportunity.

Sincerely,

Jane Doe