

Name

Street Address

City, State

Phone:

Email:

2022

To Whom It May Concern:

Who Are You? Today I am writing in response to a posted position available for which I believe I would be a highly qualified candidate. As someone who has...

What Is Your Experience? My experience includes working as an educator, writer, and editor. Throughout these experiences, I have developed a plethora of skills necessary for this position. As a detail-oriented person...

Continued Experience Furthermore, I have served clients across all age groups and backgrounds—including teens through late adulthood. My experiences with English language learners and individuals from diverse ethnic and socio-economic backgrounds have allowed me unique insight into the needs of people different from myself.

Call To Action I would greatly appreciate the opportunity to work with your talented team. Any help you could give me that might lead to a chance to speak to someone about my qualifications would be greatly appreciated. I look forward to receiving an email or phone call to discuss the arrangement of a formal meeting.

Thank you for your consideration.

Best Regards,

Name

Credentials