Erica Applicant

123 Main Street, Anytown, CA 12345 · H: 111-111-1111 · erica.applicant@email.com

May 1, 2018

Jeremy Lee

Manager

Sarasota Saddlery

123 Business Rd.

Business City, NY 54321

Dear Mr. Lee,

I am interested in the part-time position at Sarasota Saddlery, as advertised in The Sarasotian. I have extensive equine experience as I have worked with horses for over nine years. Not only have I shown and ridden horses, but I have also assisted in multiple barns. Through working with horses, I have acquired a thorough knowledge of horses, tack, and equine apparel for both horse and rider.

While I have equine experience, I also have excellent communication skills and an aptitude for customer service. My experience as a volunteer at Sarasota Hospital made it necessary for me to focus on providing quality customer service, and also enabled me to work with all types of people. I believe that my communication skills, partnered with my equine knowledge, would make me an asset to your company.

Thank you for your consideration. I can be reached at 111-111-1111 or eric.applicant@email.com. I look forward to hearing from you soon.

Sincerely,

Eric Applicant (signature hard copy letter)

Eric Applicant

**Subject:**Part-Time Position – Gerald Applicant

Dear Ms. Lee,

I am interested in the part-time sales associate position at XYZ Company. I read the posting on Monster.com with interest, and I feel that my experience would be valuable to your firm. My communication skills and attention to detail are assets that I have been able to utilize in my previous sales positions.

I have extensive retail experience, having worked at small boutiques as well as large department stores. In these jobs, I was often praised for my attention to detail. I was particularly skilled at spotting items that were out of place, and quickly returning them to their appropriate locations in the store.

I also have strong communication skills. I am able to interact with clients in a friendly, approachable manner. In my last position, I interacted with over 50 clients daily. I was named Employee of the Month for three months in a row, and was recognized for my contribution to a 10% yearly increase in sales in my department.

I would appreciate the opportunity to meet with you regarding this position. I am available flexible hours, and I believe that you would find me to be an asset to your company.

Sincerely,

Gerald Applicant
555-555-5555
gerald.applicant@email.com

**Subject:** Office Assistant – April Applicant

Dear Mr. Lee,

I am interested in applying for the office assistant position that was listed on CareerBuilder.

I have experience in scheduling appointments and communicating with clients, and I am familiar with a variety of phone systems. My communication skills are excellent; I have been praised for my ability to communicate with clients effectively on the phone, in person, and over email.

I also have training on a variety of software programs and systems, including Microsoft Excel, Adobe InDesign, DocuSign, and more. I recently led a workshop for office staff at my previous job on how to effectively use SharePoint. I am a fast learner who is skilled at mastering computer software.

My schedule is flexible, and I would be available to work at your convenience. I hope to schedule an interview at a mutually convenient time. I look forward to speaking with you.

Thank you for your consideration.

Sincerely,

April Applicant
123 Any Street
Anytown, CT 11112
Email: april.applicant@gmail.com
Cell: 555-124-1245