

Full Name  
Address  
City, State ZIP  
Phone  
Email



*Match style with  
header on résumé*

Date

Contact Name, Position  
Company/Employer  
Street Address  
City, State ZIP

Dear (Specific individual with proper title),

### PARAGRAPH 1: Introduction

- Introduce yourself and state your reason for contacting the organization and the specific position of interest
- Establish how you learned about the opportunity
  - Posting on a company web site, faculty member, referred by someone in the company, or read an article about the company and wanted to express your interest in the work they are doing
- Demonstrate briefly your knowledge of the company and why you are the best candidate for the job

### PARAGRAPH 2: Background & Qualifications

- Establish a connection with the employer
- Analyze the opportunity and demonstrate through examples which of your skills, experience and/or knowledge match the qualifications on the job description
- Explain how you would fit into the position and organization

### PARAGRAPH 3: Request for an Interview

- Close the letter by asking for an opportunity to meet and discuss your qualifications regarding the opportunity in person
- Reinforce your interest in the position and how your skills establish you as the best candidate
  - Include how the employer may contact you (email/phone-optional)
- Thank the reader for their time and consideration

Sincerely,

(Written/Electronic Signature)

Your Name Typed

Enclosure: Résumé

Washtenaw Community College  
4800 E. Huron River Drive,  
Ann Arbor, MI 48105



734-677-5155



[wccnet.edu/careertransitions](http://wccnet.edu/careertransitions)



[careers@wccnet.edu](mailto:careers@wccnet.edu)



WCC Career Transitions



@WCC\_Career



WCC Career Transitions

Alpha Wolf  
4800 East Huron River Drive  
Ann Arbor, MI 48105  
734-677-5155  
awolf@wccnet.edu

Date

Brian Bartlett, Manager  
XYZ Company  
12345 Washtenaw Avenue  
Ann Arbor, MI 48105

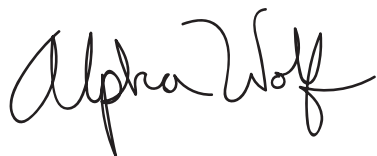
Dear Mr. Bartlett,

The administrative assistant position advertised on the Washtenaw Community College website, Career Connection, drew my interest. Currently, I am employed as a student assistant in the Financial Aid department at Washtenaw Community College. I accepted this position because of the emphasis on administrative and financial skills which are applicable to your requirements for an administrative assistant. My experience in the Financial Aid department has afforded me the opportunity to become familiar with the operations of an office environment. In response to your search for an administrative assistant, I believe my experience in the administrative and financial industry qualify me for consideration.

Currently, I am pursuing my Associate in Business Office Administration at WCC and will be completing my degree in December 2015. In my position as a student assistant, I prepare payroll, create spreadsheets, enter data, answer multiple phone lines and emails along with file confidential student records, fax, copy, and assist student walk ins. Other qualities I possess, include integrity, intelligence, and high energy, along with diverse background and range of abilities. I am one who embraces creativity, new ideas and able to work in fast-paced environments. My ultimate career goal is to grow with a company that is passionate about what they do, works above and beyond for their clients, and is well known for their explicit services.

My résumé is enclosed for your consideration. I look forward to meeting with you and discussing my qualifications in more detail. Please contact me at 734-677-5155 or email awolf@wccnet.edu.

Sincerely,



Alpha Wolf

Enclosure: Résumé