Donna Applicant

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September 1, 2018

Georgette Lau

Director, Human Resources

Acme Office Supplies

123 Business Rd.

Business City, NY 54321

Dear Ms. Lau,

With so many individuals applying for a position within your organization, how can you decide who is the best candidate? If you're seeking an individual who merely performs the work assigned, without any innovative leadership of their own, then I am not the person to call.

However, if you seek a capable, creative, team-oriented person with a dynamic outlook on life and a strong desire to succeed in Public Relations, then you should review my enclosed resume.

As you will note, I have solid interpersonal skills, with the ability to interface with individuals at all levels. I also have strong talents in creating, writing, and producing communication pieces. My organizational skills have allowed me to prioritize schedules and consistently complete projects within challenging time and budget guidelines.

Finally, my 15 years of experience in broadcast journalism has allowed me to develop exceptional skills in thinking on my feet, community outreach, and public relations.

I know I will make a positive contribution to Acme Office Supplies and look forward to discussing my capabilities in more detail. I am available for a personal interview at your convenience. I know you are busy and have many applications to review, so please let me know if you would like to further discuss your requirements and my ability to meet them.

Thank you for your time and consideration.

Sincerely,

Your Signature (hard copy letter)

Donna Applicant