

621 E. Broadway Street
Mt. Pleasant, IA 52641
February 15, 20__

Ms. Wilma Johnson
Director of Human Resources
Kimbel Industries
1263 Cottage Landing Road
Des Moines, IA 50047

Dear Ms. Johnson,

First Paragraph. Tell the employer why you are writing, specify the position or type of work for which you are interested and how you found out about the opening or the organization. This is a place to mention a connection.

Second Paragraph. Inform the employer why you are interested in the position, the company, and its products or services, and indicate what you can do for the employer. Mention any specific training or relevant experience you have without restating what you listed on your resume. Briefly provide one or two specific examples that demonstrate how you are qualified for the position and if you've had some practical works experience, explain specific achievements or qualifications. Indicate that you can do for the organization and not about what the organization can offer you.

Third Paragraph. Guide the employer's attention to your enclosed resume or employment application that summarizes your qualifications, training, and experiences. Show initiative by providing details of how you plan to follow up and provide your contact information. Thank the employer for their consideration and time.

Sincerely,

Your Typed Name

