Dear ________________,

The beginning of the letter will introduce you to the position you are applying for, and the source of information. For example: ‘I am writing you to express my sincere interest in applying for advertising account manager position beginning in August 2014. During my undergraduate education I participated in several Secondary Education programs and I am certified in Secondary Education in Pennsylvania. I am a Secondary Education Graduate, and am looking for an opportunity to work in Secondary Education of xyz school district.’

The next paragraph will detail on your skills and work experience. Mention about the number of years of experience you have, and in short, write about your job responsibilities as well. For example: ‘My educational background has prepared me for the role of [Job title]. In particular, my study of Art with a minor in economics and business management has given me a solid background so that I can perform [enter job duties]. I am eager to contribute my enthusiasm and up-to-date skills to the [company name] team. I look forward to applying my academic experience to an advertising environment.

The third paragraph will let the employer know why you are interested in working with this particular organization. For example: “I feel that I posses many professional skills and personal qualities that will allow me to be a great asset and employee. My organization and flexibility, which is show through work with the diverse background that I have allowed me to be productive and accessible in my working environment. On a personal level I am dependable, patient, and adaptive. These qualities have allowed me to have the driving potential to be successful in my placement.”

The last paragraph should thank the reader, and let him/her know that you are available for an interview. For example: “I am certain that my resume will give you a greater understanding of my qualifications for this exciting opportunity. Again, I am interested in an account management position in your agency. I would be thankful to be granted the opportunity to grow as a professional at your institution and I hope you see my passion for learning. I thank you for your time and consideration. Please let me know if I may provide any additional information.”

Sincerely,

[Your name]
[Telephone number]
[Email]