

Professional communication

Linguistics, English



123 Anyplace Ln Hometown, CA 99999 (123) 456-7890 e. mail@www. com

August 08, Mr. Jorge Smith, Director of Communications

ClearlyCommunicate, Inc. PO Box 12345

Hometown, CA 99999

Dear Mr. Smith,

I am submitting my resume in order to apply for the position of Communication Supervisor, as you informed me the position was available. I am pleased that you enjoyed my presentation, and would be very happy to put my varied experience and communications knowledge to work for your company.

As I demonstrated when we last met, I have a broad understanding of the type of work involved in communications companies. I will soon be graduating from Hometown University, where I am currently earning my BA in Business & Communications. However, in addition to the skills I have learned in my coursework, and the knowledge of communication I showed in my presentation, I also have some experience supervising people.

Even in my first summer job in high school, I was quick to take the initiative and would go beyond the tasks my managers had assigned me. Because of this, I was soon able to advance to the position of shift manager. After several semesters of university, I felt confident enough to apply for a part-time management position at a nearby business. Here I honed my skills further, and now feel comfortable in positions where I have to oversee others as well as myself.

I would like to thank you again for this opportunity, and look forward to hearing from you soon.

Sincerely,

YOURNAME