



Job Match or "T" Letter Sample

Your Name
Address
City, State Zip Code
Phone Number

February 25, 200_

Ms. Jane Smith, Title
Work Incorporated
555 Pine Street
St. Paul, MN 55555

Dear Ms. Smith:

I am very interested in the position of Administrative Assistant listed in the Daily Tribune on February 24, 200_. The skills and qualifications you mention closely match my experience in this career field.

Your Needs

- Detail-oriented, experienced Administrative Assistant
- Assist Customer Relations Manager
- Corporate experience with major clients a must
- PC knowledge a plus

My Qualifications

- Four years Administrative Assistant experience with responsibility for numerous detailed reports
- Assisted Customer Relations Manager for two years
- Regularly served purchasing agents at Fortune 500 companies
- Hands-on experience with Lotus 1-2-3 and WordPerfect on IBM-PC

Enclosed is my resume for your review and consideration. I believe I am an excellent candidate for this position and look forward to meeting with you to discuss it in greater detail. I will plan to call you to determine when an interview might be possible. Thank you.

Sincerely,

(Signature)
Typed Name

Enclosure

