

[Your Name]
[Street Address]
[City, ST ZIP Code]
March 12, 2015

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Dear [Recipient Name]:

I am writing in response to your advertisement for a secretary in the March 9 edition of the Elm Street News. It would be a pleasure to meet with you so that I might demonstrate how my abilities fit your needs precisely.

As you'll see from the enclosed resume, I am proficient in a variety of computer software programs as well as in stenography. I am experienced in handling general office duties and answering phones cordially and courteously.

What my resume does not reveal is my professional demeanor and appearance. In a business environment, these qualities are of the utmost importance in dealing with clients as well as co-workers. In me, you'll discover a reliable, detail-oriented, and extremely hard-working associate—one who will serve as a model to encourage other staff members to demonstrate the same high standard of professionalism.

If you will contact me at (236) 123-1234, we can schedule an appointment.

Sincerely,

Sign your name here

[Your Name]

Enclosure