

This format is best used when saying, "I have that", to every job requirement...

<Your Letterhead Here>

November 4, 2003

Helen Smith, Marketing Manager  
Ray-Me Corporation  
123 First Street  
Anytown, WA 01234

Dear Helen,

I've read with interest the advertisement in the October 29th edition of the Seattle Times for a Marketing Coordinator. As a native Seattleite and soon-to-be graduate of Seattle Pacific University, I would enjoy working for a company that has your reputation for corporate citizenship and leading-edge technology.

I would like to be considered for the position of Marketing Coordinator, as my strengths and experience closely parallel the responsibilities and requirements listed for the position.

<b>Your Requirements</b>	<b>My Qualifications</b>
1-3 years of marketing experience, with knowledge of trade shows.	One year of marketing experience as an intern. Participated in three local trade shows.
1-2 years of experience in the high tech industry.	Two years of high tech experience, one as an intern and another as a part-time retail technology sales associate.
Member of a Professional Association.	Student member of the Washington Software Alliance (WSA) for over three years.
B.A. in marketing, business or related field, or equivalency.	Bachelor degree in Business Administration, with Emphasis in Marketing (anticipated June 2004).

I would welcome the opportunity to discuss with you in person the needs of Ray-Me Corporation and how my skills might match those needs. I will call your office next week. Meanwhile, feel free to contact me at (425) 123-4567. Thank you for your time.

Sincerely,

Robyn Jones

Encl: Resume