

Your address
Your City/State/Zip
Date

Name
Title
Name of Organization
Address
City/State/Zip

Dear Mr./Ms.:

Bob Jones suggested that I contact you regarding a position with your firm. I am seeking an entry-level position in the field of hazardous waste management, and Bob has informed me of your firm's outstanding reputation in this area. I would welcome an opportunity to learn more about your organization and discuss how I can be of the most value to you.

As highlighted on the attached resume, my B.S. in Environmental Science from Nazareth College will be complete in May 2001. Also emphasized is my internship with the City of Rochester, Department of Environmental Services. These experiences have given me an excellent overview of the field, particularly concerning the interpretation and compliance requirements of current laws.

In addition, I have worked for several years as a customer associate for Dick's Sporting Goods. Through this experience, I developed excellent communication skills and contributed effectively in a teamwork setting. I learned to solve problems quickly and assist customers in a retail environment which required a vast knowledge of diverse goods and products. Through my interaction with colleagues, I was able to acquire many transferable skills that will undoubtedly serve me well in future endeavors.

I will contact you within the next week to discuss a possible meeting time. If there are currently no openings with your firm, I would still appreciate the opportunity to meet with you, as gathering information is an important part of my job search. Thank you for your consideration; I look forward to meeting you.

Sincerely,

Your signature here

Your Name Here