

1234 Saterlee Hall
NDSCS
Wahpeton, ND 58076

Point of Contact
Company's Name
Company's Address
City/State/Zip

Dear (Point of Contact):

I am writing in regards to the position of (Title of Job) which was listed on (place where you heard of opening). This position is of great interest to me and I have enclosed my resume (and references) for your consideration.

In May 2005, I will be graduating from North Dakota State College of Science with an Associate of Applied Science degree in Pharmacy Technician. My education and work experience has provided me with experience in community and constitutional practice, sterile product preparation, manufacturing, inventory management and record keeping, medical terminology and drug products. My fieldwork allowed me to gain more hands-on time working with all variations of people and working under deadlines. My past job(s) with (list past jobs) taught me the importance of paying attention to detail and how to work as a team. (Mention any certifications)

I have enclosed my resume for your consideration and I would be happy to forward any additional information you may need. Please consider my request for a personal interview so I can thoroughly share my qualifications with you. You can contact me at (701) 000-0000 or first.last@ndscs.edu. I am excited about working at (Name of Company.)

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

(Your name here)

Your name here

1234 Saterlee Hall
NDSCS
Wahpeton, ND 58076

September 23, 2005

Point of Contact
Company's Name
Company's Address
City/State/Zip

Dear (Point of Contact):

I am writing in response to the position of (Title of Position) which was listed on (where you heard of the position). This position appeals to me very much and I have enclosed my resume for your consideration.

In May 2006, I will be graduating from North Dakota State College of Science with an Associate of Applied Science (Whichever is applicable) degree in Automotive Technology. My education and past work experience has given me mechanical experience with diagnosing, testing, adjusting and repairing automotive systems. I have worked on transmissions, brakes, driveability, electrical and electronics, engine repair, heating and air conditioning, suspension and steering, manual drivelines and axels (for certificate only, please delete classes not taken). Much of my education has been hands-on projects, requiring me to work in a team setting with deadlines. My past work experience(s) with (list past jobs here) helped me learn to handle pressure, meet deadlines and be highly organized, all of which would help me complete your position.

I have enclosed my resume for your consideration and would be happy to forward any additional information you may need. Please consider my request for a personal interview so I may thoroughly share my qualifications with you. You may contact me at (701) 000-0000 or at first.last@ndscs.edu. I am excited about working at (name of company.)

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

(Your name here)

(your name here)