Your Name  
Your Address  
Your City, State, Zip Code  
Your Phone Number  
Your Email

Date

Name  
Title  
Organization  
Address  
City, State, Zip Code

Dear Mr./Ms. Last Name:

I am writing in reference to the position that has been posted on (Monster.com, Careerbuilder.com or company website) to fill the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I am currently a senior at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and Monroe Career & Technical Institute where I am enrolled in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ program. I have earned certifications from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and understand the requirements in the field.

I am a student member in SkillsUSA, a national career and technical student organization and also a member of (list organizations related to your trade, AWS, National Home Builders, National Technical Honor Society, American Culinary Federation etc). (Also list any involvement in home school activities and community activities).

I believe my educational background and my work-related experiences that I received in my program qualifies me for consideration for the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I look forward to discussing how my skills can be of value (Name of business).

Sincerely,

Your Signature(hard copy letter)