

December 5, 2007

← Include the Date towards the beginning of the letter

Jane Smith
123 Shady Lane
Salem, OR 97301

← Include your name and address here

Mr. Joe Smith
Director of Human Resources
XYZ Corporation
123 Corporate Lane
Salem, OR 97301

← Include the recipient's name, title and company they work for.

RE: International management opening

↓ Makes reference to the subject of your letter

Dear Mr. Smith

← Always have a salutation remark

Always reiterate the position you are applying for!

Your arguments for having the position are very important; be clear and concise

I am writing to express my interest in the project management position that is available in Edinburgh, Scotland. As a graduate of Willamette University's Atkinson Graduate School of Management, I am well qualified to manage whatever personnel or other resources that may be necessary. The curriculum at the Atkinson School provided ample opportunity to manage a variety of projects. Most notable of these was the Pace program, which involved students creating their own business organizations to pursue for-profit and not-for-profit ventures. As the head of my team's for-profit venture, I was able to experience real project management in a hands-on environment.

In addition to project management experience, I have excellent qualifications to work internationally. I spent the final term of my undergraduate education in Ioannina, Greece. Living and traveling in Greece was an amazing experience that taught me a variety of things about interacting with and living in other cultures. I have also traveled in Mexico and the United Kingdom.

Thank you for considering my application, I will contact you by December 15th to ensure that you have received my letter.

Sincerely,

← Closing Statement

Jane Smith

← Personal Signature