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| Reginald Applicant |
| 123 Main Street, Anytown, CA 12345 · 555-555-5555 · reginald.applicant@gmail.com |

September 1, 20XX

Xavier Lee

Hiring Manger

ACME Global

123 Business Rd.

Huntington, NY 54321

Dear Mr. Lee,

Thank you for taking the time to review my resume. I have recently graduated from University College, and I am currently looking for a position in the Huntington area.

I am interested in an entry-level role with ACME Global Accounting department, hoping to leverage my knowledge of corporate accounting and GAAP best practices to contribute to your operations. I have heard that ACME Global is a wonderful company to work for, and I hope that I can be considered for the team.

If you have questions regarding my credentials and qualifications, please feel free to call or email me at [reginald.applicant@gmail.com](mailto:reginald.applicant@gmail.com).

Again, thank you for reviewing my resume. I look forward to hearing from you in the near future.

Sincerely,

Reginald Applicant

**Subject**: Introduction — Nanette Applicant

Dear Ms. Lee,

For the past ten years, I have followed your career through news events, interviews, and web research.

Your dedication to the media and your understanding of the important role journalists play in today's fast-paced information highway, coupled with your belief in the power of the press, is exemplary.

I have had the privilege of honing my journalistic abilities on three widely different publications. When I left college, I immediately went to work for the typical small town newspaper and learned all aspects of getting the paper to the people in a timely manner. I then moved to become Regional Manager for a media corporation composed of small- to mid-sized newspapers in the Midwest. In my current position, I am Chief Correspondent for one of the largest newspapers in the Southwest.

I would like an opportunity to visit with you to get your insight and suggestions on where my skills and abilities would be of the greatest value to the ACME Times, and to inquire about possible job openings with the company.

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

Nanette Applicant  
123 Main Street  
Anytown, CA 12345  
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