

Dear *****:

Though sorting mail and data entry aren't ranked among the world's most glamorous tasks, I think it matters who one's sorting mail for. Therefore, it'd be an absolute honor to become an ***** for *****.

I'm energetic, eager, willing to learn, and not above doing anything. If that's not enough, I've listed some of the qualities a **** needs and explained why I fit the bill in the table below.[Ed. note: see bottom for explanation]

I've completed two journalism internships, one at a financial trade publication and the other at ***. Since then, I've been freelancing. Without an eye for details, I don't get the job, I don't get the story right, and I don't get paid.

I had to cultivate a phone manner to survive telephone interviews. In fact, I've been praised for my telephone manner by supervisors and colleagues on many occasions. My parents have a shaky Camcorder recording of me at 4 playing with an IBM, and I've been using computers since then. In practical terms, though, I know Word (and the rest of Office), Google tricks, most of the Adobe suite (in case you need anyone with Photoshop or InDesign knowledge), and HTML/CSS. I'm more familiar with Outlook than Lotus but can use both programs.

When I'm feeling good, I sing or hum. I sing a lot. Ergo, I'm a pretty cheerful person (and probably kind of annoying, come to think of it).

Can we schedule a time to meet in person and talk about the job? I'll give you a call in about a week, after you've had a chance to look at the enclosed resume, to find out what time's convenient for you. If you have any questions for me before then, please don't hesitate to call me at ***** (my phone number's not local, but I am!). Thanks in advance for your time and consideration, and I sincerely look forward to meeting with you.

And I promise not to sing.

Regards,
