

James H. Ford
1600 Kensington Place
City, state, ZIP code
Month, day, year

Mr. Kenneth Smith
Smith Auto Body Repair
111 Willis Avenue
City, State, ZIP code

Dear Mr. Smith:

I have read the notice on your website describing your job opening for an auto body repairer. The purpose of this letter is to indicate my desire to apply for that position.

I will graduate from Westminster High School in June 2009 with a certificate of completion with honors in the auto body repair program offered there. I believe that the coursework and hands-on experience provided in that program have prepared me well for your position. I have enclosed a letter of recommendation from two of my instructors as well as some before and after pictures of automobiles that I have repaired.

I would like to have the opportunity for an interview, and I will follow up with a phone call to set the time. You may reach me at 555-555-5555.

Yours truly,
James H. Ford

