

This is a sample cover letter that you may draft in email format

To: Joe Smith, Director of Human Resources ← *Recipient's name and title*
From: Tim Jones ←
Date: 5 December 2007 *Include date!*
RE: International management opening ← *Make reference to the subject of your letter*

Dear Mr. Smith, ← *Include a salutation remark*

In the body of the letter reiterate the position you are talking about and the reasons for your interest! Differentiate yourself from other candidates!

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.

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.

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

Sincerely, ← *Include a closing statement and personal signature*
Tim Jones