Delete all information that is not relevant. Keep it to one page.

Date: mm/dd/yyyy

Contact Person's Name, if known

Contact Person's Position or Title, if know.

Company's Name

Re: State the exact title of the position you are seeking

To: Contact Person's Last Name or if not know, Recruiter or Hiring Manager

**First Paragraph Instructions: Why you are writing, the job posting you are responding to and where you saw it advertised. Keep this personalized, something about you that is special and relates to the new job.**

**Example for CAD/Drafting**: As someone who enjoys solving puzzles, I was excited to see the entry level CAD position posted by LMH at Palomar College. While working in a professional career in manufacturing, I have always wondered how things are constructed. I am enamored how the blue prints translated into the products I was making. This feeling motivated me to learn about the design side of manufacturing. Combined with my manufacturing experience, and recent drafting courses at Palomar College, I will be able to apply my extensive skills as a drafter to design colorful esthetically pleasing designs at LMH.

**Second Paragraph: What you have to offer, your strongest and most applicable skills and accomplishments that will help you in the new job. Highlight education or past job experiences that have prepared you for this new position. Then end with how the skills relate to the new position.**

**Example for automotive:** I am a strong candidate for this position. In my auto body courses at Palomar College, I worked on different types of vehicles for class projects. On at least 10 to 15 times, I grinded down the paint to remove dents, I used body filler and sanded it down to smooth out the dents. I prepped the repair area for paint and used a paint gun making the damaged area looking like new. Furthermore, my courses include learning how to follow the manufactures guidelines and how to apply safety standards. With my experiences using industry tools, such as grinders, dent pullers, and a frame rack, I know that I will be expected to use them safely to produce a great repair. These trainings and experiences will help me in the position of Auto Body Technician.

**Third paragraph: Closing summary and next steps. Show your enthusiasm for an interview and explain how you plan to follow up on this application. This is a summary of what is in the letter.**

**Example: add in a sentence or two that summarizes you best skills for the new job. Then write,** I am enthusiastic about the opportunity to discuss my qualifications in a personal interview. Should you have any questions or need further information please do not hesitate to contact me via (760) xxx-xxxx or {list your email}.

*Respectfully,*

*Your Name*