

34 Main Street
Middletown, CT 06459
April 10, 2005

Ms. Deanna Jones, Recruiter
Rapid Express Corp.
1234 Main Street
Phoenix, AZ 12345

Dear Ms. Jones:

I recently saw your posting for a Project Scheduler on Monster.com. Next month I will be graduating from Wesleyan University with a double major in English and computer science. I have a strong interest in working in this field, and I believe I can make effective contributions to Rapid Express.

With past experience in both the technical and human sides of scheduling, I feel my skills and interests are a good fit with the Project Scheduler job as well as with the company philosophy in general. In addition to coursework, I have also been a student worker in the University Relations Office for the past four years. My main responsibilities involved collaborating with the staff to plan and organize campus events. I was often required to schedule room locations, catering, and physical plant support for multiple events simultaneously -- a knowledge base I think will be useful for the Project Scheduler position. While working at University Relations, I also gained computer experience using their alumni database program, Millennium, as well as the advanced features of Microsoft Excel and Word.

In their May, 2004 issue, *Fast Company* magazine noted that FedEx will be replacing all of their trucks with hybrid electric-diesel engines by 2014. I am a strong believer in environmental conservation, and I would very much like to join an organization which takes its environmental impact so seriously. Last summer I collaborated with a group of students from several liberal arts colleges to plan a nationwide tour for the BioBus, a reconditioned school bus running on vegetable oil. In addition to having further honed my planning and organizational skills, I was able to work on a project that had a positive impact on the environment. I hope to continue to achieve a similar balance at Rapid Express.

I have enclosed my resume and three references as requested in the job posting. I look forward to speaking with you in person to further discuss my relevant skills and experiences. I can be reached at (860) 555-1212 or by e-mail at student@wesleyan.edu. I will contact you at the end of next week to verify receipt of my application and to discuss the possibility of setting up an interview. Thank you for your consideration.

Sincerely,

Name

This is simply a model letter--Please remember to put similar thoughts in your own writing. Many students use this guide and if certain sentences are copied an employer may not consider your letter to be credible. Also, plagiarism is an infraction of Wesleyan's honor code.