

1524 Birch Drive
Carson, CA 90746

June 20, 2018

Use business letter format, including return address and date. Provide the name, title, and complete address of employer.

Ms. Karen Fields
Human Resources Director
American Honda Motor Co.
1500 Torrance Blvd.
Torrance, CA 90704

Address them by Ms. or Mr., using a colon after their name.

Dear Ms. Fields:

1st paragraph: state the position you are applying for and how you learned about it.

I am applying for the web developer position that you advertised through the Student Development Office at California State University, Dominguez Hills. My resume is enclosed.

Your position requires skills in various types of programming and software used in web development. My Bachelors Degree in Computer Science emphasized C, C++, Visual Basic, and SQL. In addition, I have three years of experience as a freelance website developer using software packages and applications that included Adobe Illustrator, Photoshop, and After Effects. I have successful experience coding websites using modern HTML, CSS, and JavaScript. My experience as a Computer Lab Consultant gave me exposure to the PC platform, as well as NT LANs.

My background and career goals match your job requirements well. American Honda has an excellent reputation, not only for its products, but as an employer. I am confident I would make a lasting contribution to your organization.

Thank you for your consideration. To reach me for an interview, please contact me at (310) 555-1235 or via email at mlewis-123@yahoo.com. I look forward to hearing from you.

Sincerely,

Monique Lewis

Monique Lewis

State your qualifications for the position as they apply to the job description.

Close with a statement about your interest and hope for an interview. Provide a phone number and email address where they can contact you.