Your Street Address

Bonduel, WI 54107

February 17, 2023

Mr. John Smith

Shawano Medical Center

309 North Bartlette Street

Shawano, WI 54166

Dear Mr. Smith:

Please consider me for a (insert the job you are applying for here) at (insert the name of business here). Attached is a copy of my resume. (Now add a little about the type of worker that you are and the skills you can offer.)

Currently, I am attending Bonduel High School and will be graduating in May of 2023. (Now talk about specific classes you have taken that have given you the skills you need for this position.)

(In this paragraph you should talk about any jobs you have had in high school or activities that have given you job skills. Tell what your job duties were and what you learned from this job/activity that you can use in your future career.)

Thank you for taking the time to review my qualifications. I hope I can meet with you in the near future for an interview. If you have any questions, please feel free to contact me at (715) 853-0000 (put your phone number here) or email me at youremail@bonduel.k12.wi.us.

Sincerely,

Type your name here

Enclosure