**![MC900196202[1]]() Edwin Bryant**

[Street Address] New York, NY 55900, H: 555-555-5555, [Email Address]

**Today’s date**

Clifford Harrison, Telemarketing Department Manager

ABC Company

Address, City, State, zip

**Re: Telemarketer - College Student**

Dear Mr. Clifford,

Hello!
I saw your ad on the bulletin board of our university cafeteria for college students interested in earning money doing telemarketing in the evening hours.

I’m really enthusiastic about stuff and like talking on the telephone a lot with my friends, so I’ll be great at the job. The evening hours are perfect since I have all my classes in the mornings and I can do homework in the afternoons.

I’m not a quitter, so once I go through the training that you mentioned in the ad, I’ll stick with the job and see how I can make it work.
I’m reliable, too - You’re going to see that I’ll show up every evening on time. I learned Spanish in high school, so if any of the people you want me to call are Puerto Ricans who don’t know English very well, I’ll still be able to communicate with them.

Although I haven’t had a real job making phone calls yet, I’ve been the unofficial secretary of my family, making all the phone calls for arranging surprise birthday parties and anniversary parties, keeping track of responses, and writing down who wasn’t home so I remember to get back to them.

You can call me during the afternoon or evening hours (the instructors make us turn off our phones during class time) or email me when you want me to come in for an interview.

Thanks a lot!

Sincerely,

**Edwin Bryant**

**Enclosure: Resume**