

February 28, 2011

(HR Rep's Name)
(Company and Address)

Dear Ms. _____,

This letter, along with the attached resume, is to express my interest in the Per Diem Youth Development Specialist position. I applied for the position on 2/22/11 online and am sending this information in order to ensure your receipt of my resume and references, and to give you further information on my qualifications and contact information.

Casa Pacifica has a fantastic reputation as a center for SED children and youth. As one who has spent several years working with young people in various locations and circumstances, I have a lot of respect for your organization. I believe my experience would make me a valued member of the team, and a trustworthy mentor for the young people Casa Pacifica serves. This experience includes:

- Over five years preparing and teaching life skills seminars for youth
- Leading study groups for students
- Championing the individual skills and gifting of young people through mentoring relationships and programs.
- Continually desiring to learn and grow as an individual, in skills and character

The opportunity to give to those in need, whether that need is material, psychological, emotional, or otherwise, has always appealed to me. Casa Pacifica is an organization which I highly respect, and I believe that there are not enough people doing what your organization does. I greatly appreciate your time in considering me for the position, and I'm extremely grateful and excited about the opportunity to contribute to it.

Please see my resume for additional information on my previous experience. If you have any questions or need any further information, don't hesitate to contact me. I can be reached by phone at (555) 555-1234 or via email at fake@emailaddress.com

Thank you once again, and best regards,

-Benjamin Behrens