

August 31, 2009

Human Resource Director  
Carl Junction High School  
206 South Roney  
Carl Junction, MO 64834

Human Resource Director

First Paragraph: Who you are, What job you are applying for, how you heard about the job, include dates if applicable

Second Paragraph: Tell me how great you are, but don't just repeat your resume.

Third Paragraph: Thank them for their, give contact information and let them know that a resume is enclosed for further consideration.

Sincerely

Ali Carlton