Street Address

City, State, Zip Code

DATE

C/O Greater Auburn Community Career Conference

Emerald Downs

2300 Emerald Downs Drive

Auburn, WA 98001

Dear Potential Employer:

I am a (**junior or senior**) from Auburn Riverside High School who is interested in seeking a part-time or full time entry level position with a local company. Your company comes highly recommended to me by our school’s career center. I signed up for the Greater Auburn Community Career Conference so I would have the opportunity to meet with you, learn more about your company, and discuss opportunities for employment.

My resume is enclosed. It highlights the fact I will be graduating in June (**Year**) and that I have several skills that are needed in the world of work. These skills include (**Fill In Your Best Work Skills—for example, great attendance, good communication skills, respect, excellent math skills, computer skills etc**.) My teacher, (**The Teacher You Are Attending the Career Conference With**), selected me as one of the ARHS students to mentor for this conference, and that shows I have earned respect.

I will be contacting you at the Greater Auburn Community Career Conference in March so we can talk about setting up an interview either during the conference or at another time convenient to you. I look forward to meeting with you.

Sincerely,

(Student’s Name)

Phone Number