Mr. John Doe  
Human Resources Manager  
ABC County Recreation Programs  
123 ABC Way  
Washington, DC, 20002

Dear Mr. Doe:

I was excited to see the Recreational Programs/Disabled Citizens Coordinator position recently advertised in the Gallaudet University Career Information Center. I graduated with a Bachelor of Arts degree in Recreation and Leisure Studies from Gallaudet University in May 1994, and would like to be considered for this opportunity.

During my undergraduate years, I developed valuable skills by working for recreational programs in Washington, DC and Kingston, NY. My experience includes organizing, implementing, and/or participating in a variety of commu­nity-based programs for disabled individuals. As a deaf individual, I have first hand knowledge about services and resources available in the community. I am able to communicate well with program participants, supervisors and co-work­ers. Please find enclosed my resume and transcript which summarize my work experiences and educational accomplishments.

My education and past experiences have given me the tools to make a positive difference related to programming for disabled citizens. I would welcome the op­portunity to meet with you to discuss how I could contribute to your program. I will contact you within 10 days to see if you would be interested in meeting with me. I can be reached through the Maryland Relay Service on (800) 735-2258. When the Relay Representative answers, ask to make a TTY call to me at (111) 111-1111.

Sincerely,

Jane Smith