Return Address

Date

Inside Address with no name to reference in salutation

**Re**: Job Posting #327122

I am interested in Lee Enterprises advertisement for an Executive Team Leader listed on monster.com on October 4, 2011. This position interests me because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I created a portfolio of my work utilizing the software tools required in this position which you can view at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I am a recent graduate of Ashford University earning a Bachelor of Arts in Business Administration. In addition to my education, I have work experience that uniquely fits Lee Enterprises requirements. For example, I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The enclosed resume further highlights my education and work history.

Lee Enterprises provides a fast-paced work environment with over one million circulations. Also, Lee Enterprises are found throughout the United States which can provide new employees with an opportunity for career growth and re-location.

Thank you for considering me for this important position. I look forward to discussing this position with you further, and I will contact you to follow-up on this initial contact. I can also be reached at 563-242-4023 or by email at [\_\_\_\_\_\_\_\_\_\_\_\_\_@gmail.com](mailto:_____________@gmail.com).

Sincerely,

Name

Enclosure: Resume