**A Sample Letter using AIDA**

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| --- | --- |
| Your nameAnd contact information  | Melonie Carlton254 Sunnyborrk Dr.Athens, NC 28674(919)295-443-2311MC5736@hotmail.com |
|  DateHiring Manager’s name and address | December 12, 2015Ms. Kelly Rosebon, OwnerVision of Love, INC.5102 Howards Ln.Mocksville, US 12467 |
|  Job Code | Re: Job Code 2736, from the *Watercore* |
|  Salutation | Dear Ms. Rosebon: |
| Attention | I would like to apply for your Office Receptionist’s position, which I saw advertised in Wednesday’s edition of the *Watercore.* |
| Interest | Ms. Boom, I can offer you three years of experience as a receptionist. I have a cheerful helpful personality, and I have a good memory for names, faces, voices, and telephone numbers. |
| Desire | * I am familiar with most telephone systems, fax machines, email, plus both Apple and Microsoft operating systems.
* I have hands-on experience with QuickBooks, Microsoft Word, Excel, and appointment scheduling software
* I also have experience as a bill collector. If the need arises, I would be happy to make collection calls or field difficult or awkward inquires.
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| Action | I would love to interview for this position. I hope you’ll call. You can reach me anytime on my cell phone at (338)343-6474.When you do call, please understand that the child’s voice on my voice-mail greeting is not my voice!I look forward to your call. |
| Closing | Sincerely,  |
| Signature | Melonie Carlton |
| Signature | Melonie Carlton |
|  |  |

Worksheet

Your name

Your Address

Your city, state, zip

Your Phone number

Your email address

Today’s Date

Manger’s name and title

Department’s name

Company’s name

Address

City, State, zip

Re: (Job code, if listed in an ad or job posting)

Dear (Mr. or Mrs. )

Get the manager’s attention

Rouse the manager’s interest

Create a desire to meet you

Ask the manager to take action

Sincerely,

Your signature

Melonie Carlton