**A Sample Letter using AIDA**

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| Your name  And contact information | Melonie Carlton  254 Sunnyborrk Dr.  Athens, NC 28674  (919)295-443-2311  MC5736@hotmail.com |
| Date  Hiring Manager’s  name and address | December 12, 2015  Ms. Kelly Rosebon, Owner  Vision 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. |
| 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