

*(This letter is an example for the Regional Careers Conference typically held in Atlanta.
Please Note: The date used is not an actual event date)*

Christopher C. Citadel

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November 19, 2009

Careers '10 Atlanta
Dept. ATL
P.O. Box 49
Atlanta, GA 12345

Dear Sir or Madam:

Currently, I am a senior at The Citadel and will graduate in May 2010 with a degree in Computer Science. I have learned of the Careers '10 Conference to be held in Atlanta, Ga., January 21. I believe this would be an excellent opportunity for me to meet and speak with representatives from companies in the southeast that would benefit from employing someone with the abilities and knowledge that I possess.

As you can see from my attached resume, I have extensive experience in the computer field of web design, network administration and programming. I am confident my skills would be an asset to many of the companies that will be attending the conference.

Upon graduation, I would like to remain in the southeastern United States, although I am originally from Connecticut. This conference will provide me an opportunity to establish contacts in the southern region. If you should need to reach me, I may be contacted at 843.953.0000 or by E-Mail: name@citadel.edu.

Thank you for your consideration and the opportunity to attend the Atlanta Conference.

Sincerely,

Christopher C. Citadel