

# EXAMPLE

Your Name  
Your Address  
City, State Zip  
Phone Number

Date

Company Name

Attention: Human Resources, Hiring Manager, or Name of Person

Address

City, State Zip

Subject: Travel Writing opportunity posted on Craigslist on January 26, 2009.

Look no further for a talented and versatile freelance travel writer. Not only am I capable of writing on a diverse set of topics, I can write in any voice or style; it depends on *your* needs.

**(TRY TO COME UP WITH AN ORIGINAL, FIRST PARAGRAPH...GRAB THEIR ATTENTION!)**

I write for three different travel websites (list websites). I use WordPress, and I am very familiar with SEO concepts; I always write with a focus on keywords and phrases. Also included with my blog posts are photos. I can work with photos that you provide, or can select from stock photography.

My writing experience includes the following: **(replace bold type with what's applicable to your situation)**

- 1) Write for **(your personal blog's URL)**, my personal blog. I cover a variety of travel topics such as traveling with pets, traveling with children, UK travel, and much more.
- 2) Assist **(company)** with **social and viral marketing** of **(list website)**; a moderator of (website) forum.
- 3) Wrote and edited **15 blogs** for **the Travel Channel**.
- 4) **SEO** for (list companies); includes tags, tag clouds, keywords, and much more.
- 5) List your degrees (if any); this is optional; does not hurt.

If you are interested in what I have to offer **(company name)**, contact me at **(phone number)**, or email at **(email address)**.

You can immediately assess my writing skills by visiting my website **WEBSITE NAME** and clicking on the page titled **Portfolio**. Please visit **(list any websites that you write for)** for more samples of writing.

Regards,

Your Name

Attachments (if you are attaching files)