

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.

NOTE: IT'S A GOOD IDEA TO MENTION SOMETHING ABOUT THE COMPANY IN YOUR LETTER: Say something like "I reviewed your website, and I really like the overall design. It's very eye-catching. I also found it easy to maneuver." WHEN YOU ARE INTERVIEWED, YOU WILL BE ASKED IF YOU LOOKED AT THE COMPANY or INDIVIDUAL'S WEBSITE...

I am seeking a position as a (travel writer) within the San Diego area. I have come to admire your publication (or establishment or company, whichever is most appropriate) and am aware that you are currently recruiting for freelance travel writers.

Please find enclosed my resume detailing my previous writing experience. I have also included three samples of work. I have worked as a travel writer for two years gaining knowledge about everything travel related. I work with many companies, from travel agencies to online travel companies such as Travelocity. I have gained valuable knowledge about the travel industry and its consumers.

In my current role, I blog for Bodacious Travel Agency, and my area of expertise is Great Britain. I provide beneficial information to our customers such as where to stay while in London or Edinburgh, local cuisine, and tours.

I am enthusiastic, hard working, dedicated, and ready to join and contribute to your organization. These qualities have enabled me to build and maintain relationships with clients, consumers, and fellow writers. I would enjoy the opportunity to put my skills to work for your organization.

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)