

SAMPLE STUDENT BUSINESS CONTACT LETTER

3456 Smith Court
Hanover, VA 23069
March 15, 2006

Mr. Richard Davis
Acme Electrical Contractors, Inc.
123 Main Street
Ashland, VA 23005

Dear Mr. Davis:

I am currently a student in the 11th grade at Hanover High School. I am interested in exploring careers in construction. In reviewing your profile in the Career Guide, I saw that you offer apprenticeship opportunities. I would like to know more about your program to learn how I can become an electrician after I graduate from high school. I will call in a few days to ask about apprenticeship opportunities that are available through your company.

My resume is attached for your review. I look forward to speaking with you..

Sincerely,

David James