## Sample "T- style" Cover Letter

## **MARVIN MAHVELOUS**

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April 2, 2007

Mr. Big Boss – Director of Operations World of Widgets 555 Widget Way Mytown, OH 44xxx

Dear Mr. Boss:

I am very interested in the position of Administrative Assistant listed in the Acme Journal on April 1, 2007. As my enclosed resume demonstrates, the skills and qualifications that you seek closely match my experience and education:

YOUR NEEDS	MY QUALIFICATIONS
5 years combined customer service and administrative support experience	<ul> <li>3 years sales associate in a retail environment</li> <li>3 years administrative support experience</li> </ul>
Detail Oriented	<ul> <li>Coordinated logistics for annual trade show</li> <li>Managed schedules for three department managers</li> <li>Completed high volume of sales transactions with 99.5% accuracy</li> </ul>
Strong customer focus	<ul><li>Consistently merited outstanding "secret shopper" scores</li><li>Adept at investigating and resolving customer complaints</li></ul>
Associate's Degree	• Associate of Applied Business – Business Administration
PC proficient	• Proficient in MS Word, Power Point, Access, Excel

I would appreciate the opportunity to discuss my experience and qualifications in greater detail. I will contact you next week to determine a time that would be convenient for us to meet.

Sincerely,

Marvin Mahvelous

Enclosure