

COVER LETTER SAMPLE

Address (Or use your resume heading as letterhead) City, State Zip

Date

Name of Person

Company Name

Street Address or P.O. Box

City, State Zip

Salutation: (Dear M)

(The first paragraph should indicate what job you are interested in and how you heard about it. Use the names or contact persons here, if you have any.)

Your employment advertisement in Tuesday's News Chronicle indicating an opening for an administrative assistant is of special interest to me. Mary Smith, who currently is employed at your firm, suggested I write to you. I have heard that Rohn Electronics is a growing company and wants dynamic employees who also want to learn and contribute to the firm.

(The second paragraph should relate your experience, skills, and background for the particular position. Refer to your enclosed resume for details and highlight the specific skills and competencies that could be useful to the company.)

During the last five years, I worked as an office manager and was able to redesign the office by investigating and selecting word processing equipment. I understand that your opening includes responsibilities for supervising and coordinating word processing procedures with your home office. I was able to reduce my firm's operating costs over 30 percent by selecting the best equipment for our purposes.

(The third paragraph should indicate your plans for follow-up contact and that your resume is enclosed.)

I am excited about the opportunity of discussing with you the information I have gathered about your company and why I feel I would be a valuable asset. For your examination, I have enclosed a resume indicating my education and work experience. I will call your office early next week to determine a convenient time for an appointment to further discuss employment opportunities. *(I would probably say to answer any questions you may have about my resume or qualifications)*

Sincerely,

Your first and last name

Enclosure (or attachment, if faxed)

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