

EXAMPLE OF A COVER LETTER

123C Fourth Drive, Apt 12
Bolingbrook, Illinois 60440

630-123-4567
j.smith@aol.com

Date

Contact Name
Company Name
Address
City, State, Zip Code

Dear Mr./Ms. _____ or Hiring Manager:

I am applying for the position of Department Manager which was advertised in the Chicago Tribune. Having recently completed my Associate Degree in Management and Supervision, I am seeking a position in the home improvement field. After reviewing the job description, I am very interested in learning more about your facility and this position.

As you can see from my resume, I bring significant skills from my previous work experience. I have gained experience in inventory control, purchasing and customer service. I have also developed excellent time management and organizational skills, team work skills and the ability to meet deadlines. I am excited about bringing the tools and knowledge that I have acquired from my education to the work place.

Thank you for your time and consideration in reviewing my resume. I believe my qualities could be a good match for your management position. Please feel free to contact me at your convenience to discuss this position. I may be contacted at the above telephone number or email address. I look forward to meeting with you in the near future.

Sincerely,

John Smith