

Sample Cover Letter – responding to internet posting – no contact info

Jane Doe

000 North Street
Glendale, AZ
623.555.4444
janedoe@info.net

September 16, 2004

Attention Human Resources:

First paragraph illustrates why the position desired fits your interests.

Your posting on CareerBuilder.com for a Senior Administrative Assistant is of special interest to me because it calls for qualifications which match my background and skills. My 7 years of experience in a professional business environment preparing documents, organizing and prioritizing work and greeting customers will allow me to hit the ground running in this position.

Middle paragraph highlights what you can offer to the company.

You will note from my enclosed resume that I have expertise in Microsoft Office applications, including the ability to prepare and edit spreadsheets and presentations. In my previous position, I managed a 20-line phone system in an extremely busy environment which required me to screen, evaluate, and route incoming calls. My initiative and organizational skills can be demonstrated by the filing system I developed at Blue Cross. This filing system allowed the company to process highly confidential information in a timelier manner, saving as much as 5 hours per week in filing time.

Last paragraph explains how/when you will contact or follow up or expresses the next step.

I look forward to the opportunity to meet with you to further discuss how my skills will benefit your organization. I thank you for taking the time to consider my qualifications.

Sincerely,

Jane Doe

Enclosure(s)

Make sure your telephone number is on the cover letter either under your name or as part of the letterhead with your name on it.



Sample Cover Letter – responding to newspaper posting – w/contact info

Richard Mitchell

118 W. Sunnyslope Dr.
El Mirage, AZ 85338

623.555.1212
RMITCH@AOL.COM

October 15, 2005

Debra Jones, Human Resources
Bureau of Workers' Compensation
1656 Central Ave.
Phoenix, AZ 85555
602.555.6666

Dear Ms. Jones,

Enclosed is a copy of my resume in response to your advertisement for a claims manager in the October 14, 2005 edition of the Arizona Republic. With more than 10 years of experience in insurance claims and a proven record of accomplishments, I believe I am qualified for this position.

In the past three years, as the Director of Claims at the Nationwide Insurance Company, I have honed my communication and teamwork skills. In that position, I have helped develop company-wide policy and procedures for worker claim payments, durable goods procurement and service agreement purchasing. I also am responsible for a staff of 15, and have worked with several key departments in the company.

My experience includes:

- Staff training and development
- Contract negotiations, supplies and equipment
- Durable equipment evaluation and purchasing
- Expertise in computerized management of materials, spreadsheets, databases, word processing and other projects
- Health care management and systems consulting

I look forward to discussing my background and accomplishments with you and learning more about your needs. I will call in the next two weeks to follow-up and explore the opportunity to meet face to face. If you need to reach me before then please feel free to call me at 602.555.1212 or (cell) 602.555.3692. Thank you for your consideration.

Sincerely,

Richard Mitchell

Enclosure: resume



SAMPLE-TARGETED COVER LETTER

Herman J Hunter
305 E. Main Street
Mesa, AZ #200
480.555.3333

March 13, 2006

Company Name
Company Address
City, State, Zip code

(Insert person's name here):

Insert a short research paragraph about the company.

Enclosed is my resume for the position (insert position here) at (insert name of company here) that I found advertised in the East Valley Tribune on (insert date here). I am confident that you will find that your requirements and my qualifications are the perfect match:

Your Requirements

1. Three years working with public
2. Associate Degree in Business
3. Ms Word, Excel, and PowerPoint
4. Ability to read blueprints
5. Handle budgets and supervision

My Qualifications

1. Five plus years working with public
2. Bachelor Degree in Business
3. Ms Word, Excel, PowerPoint, Access
4. 3 years experience reading blueprints
5. Responsibility for budgets, financial strategies and supervision of up to 10

In addition, my knowledge of the financial service industry will ensure that your customers receive accurate and timely information and service above and beyond their expectations. In my last position, I was able to increase customer retention by over 20% and achieved a referral rate that far exceeded the company's standards.

I appreciate the time you are investing to find a cost effective employee. I will call you in the next two weeks to discuss the opportunity of being a contributing team member with (insert Company name).

Sincerely,

Herman J. Hunter
Enclosure



