



Note: Be sure to utilize the same font for both your cover letter and resume.

(Date)

(If available, put in Company Name, Address, and Contact person's name here as if sending it by mail)

To Whom It May Concern,

My name is Jane Smith, and I would be very interested in learning more about the Front Desk/Back Office position with your office, listed in the Denton Record-Chronicle.

(This section is to be customized specifically to the experience you possess and accomplishments in relation to the skills they've required – paragraph form or bullet points are fine)

Recently I began my job search for a full time position that would utilize my strong administrative and interpersonal skills. You will find from my background and references that I possess skills relevant to the busy office environment, including an eye for detail, experience working with customers, both internal and external, telephone etiquette, and relevant computer application skills in Outlook, MS Word, Excel & PowerPoint. My desire is to become part of an organization that will utilize my skills to benefit the overall organizational mission.

My salary requirement is open and negotiable. My wish is that the pay is commensurate with the job responsibilities, and there may be an opportunity for growth in the future.

I trust that you will realize that I possess the qualifications you are looking for, and will take a moment to contact me at (XXX) XXX-XXXX. Thank you for your time and consideration.

Respectfully,

Jane Smith

An Additional Sample Attached

Your First Name, Last Name
Your Address
Your Phone #, email address

Date

Company Name
Attn: Human Resources/Recruiter
Street
City, State, Zip

Dear Recruiter,

A position with "Company Name" has come to my attention and I'd be interested in learning more about the "Position Title" opportunity in your "City" location.

I'm sure you have a number of candidates for this position, however I'd like to share with you a few bullet points about my background and how it directly correlates to your requirements.

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I'm confident that I have the qualifications and qualities you're looking for, and can make myself available "Phone #". I look forward to having the opportunity to meet with you.

Sincerely,

John Smith