

Sample Cover Letters

Sample "T-style" Cover Letter

MARVIN MAHVELOUS

4321 My Street
Anytown, OH 44xxx
440 555-3030
mmahvelous@myemail.com

April 2, 2xxxx

Benjamin 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 1st. As my enclosed resume demonstrates, the skills and qualifications that you seek closely match my experience and education:

YOUR NEEDS

5 years combined customer service and administrative support experience

Detail Oriented

Strong customer focus

Associate's Degree

PC proficient

MY QUALIFICATIONS

- 3 years sales associate in a retail environment
- 3 years administrative support experience
- Coordinated logistics for annual trade show
- Managed schedules for three department managers
- Completed high volume of sales transactions with 99.5% accuracy
- Consistently merited outstanding "secret shopper" scores
- Adept at investigating and resolving customer complaints
- Associate of Applied Business – Business Administration
- 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