

Sample Cover Letters

Your Name
Address
City, State, Zip Code

Date

John Williams
System Administrator
Superior Diagnostic Services
123 Main Street
Townsville, IN 55555

Dear Mr. Williams:

I recently noticed a vacancy at your organization for the position of Computer Programmer in a recent issue of Tech. World. I have been working in a computer environment for several years, and I am anxious to learn more about this opportunity.

I recently graduated from ABC University with a Bachelor of Science in Information Technology. I have acquired a great deal of hands-on experience during the last few years through many detailed class projects. Most recently, I have developed large Access inventory systems using C++ and Visual Basic.

I believe my combination of education and experience are an excellent match for the qualifications of your position. I have enclosed my resume for your review. I am very interested in meeting you to discuss this opportunity within your organization. If you would like any additional information, my number is (444) 555-1212. I will be in the Anytown area from May 5 through June 16, and would greatly appreciate the opportunity of meeting with you during that time. Thank you very much for your consideration.

Sincerely,

Your Handwritten Signature

Your Typed Name

Enclosure

Your Name
Address
City, State, Zip

February 16, 2009

Ms. Jane Doe
Big Public Accounting, Inc.
123 N. Michigan Ave.
Chicago, IL 12345

Ms. Doe:

I was referred to you by Mr. Dave Zbecki, a Partner with your New York office, who informed me that the Chicago office of Big Public Accounting is actively seeking to hire quality individuals for your Auditor Development Program.

I have more than two years of accounting experience, including interning as an Auditor last year with the New York City office of Ernst & Young. I will be receiving my BBA this May from Illinois State University, graduating Magna Cum Laude. I am confident that my combination of practical work experience and solid educational experience has prepared me for making an immediate contribution to Big Public Accounting. Having interned with a leading firm in the public accounting field, I understand the level of professionalism and communication required for long-term success in the field. My background and professional approach to business will provide your office with a highly productive Auditor upon completion of your Development Program.

I will be in the Chicago area the week of March 16. If you would like, I can be reached at 217-222-3456 to arrange a time when we may meet to further discuss my background in relation to your needs. Thank you for your consideration.

Sincerely,

Your Handwritten Signature

Your Typed Name

Your Name
Address
City, State, Zip

March 14, 2009

Ms. Mary Lou Nelson
Manager, Human Resources
Hammond Corporation
2900 Rosemont Blvd.
Rosemont, IL 60018

Dear Ms. Nelson:

I am applying for the staff accountant position that was advertised with Northwestern Career Services this week. The position seems to fit well with my education, experience, and career interests.

Your position requires skills in various accounting functions, including general ledger reconciliations, analysis, and reporting. In my experience as a junior accountant, accounting intern, and billing coordinator, I handled monthly journal entries, analyzed expenses, reviewed and corrected accounting entries, and generated reports. Accounting corrections I made as an intern revealed nearly \$50,000 in unpaid bills and mislaid funds. My enclosed resume provides more details on my educational background and qualifications.

My work experience and career goals seem to match your job requirements well. I am confident that I can perform the job effectively. Furthermore, I am genuinely interested in the position and in working for Hammond Corporation. Your firm has an excellent reputation and comes highly recommended to me.

I am looking forward to meeting with you to discuss the accounting position in more detail. Should you need to reach me, please feel free to contact me at 847/683-4388 or m-lopez@northwestern.edu.

Thank you for your consideration.

Sincerely,

Maria Lopez