

SAMPLE COVER LETTER #2

John Smith
15 Spring Road
Hamlet, LS 41112
545-555-5555

April 15, 2010

Mr. Brian Jones
Hiring Manager
Snuggle Inn
Hamlet, LS 41112

Addresses are omitted for
emailed cover letters.

Dear Mr. Jones:

Letter is addressed to a specific
individual if possible

State the position you
are applying for

The management trainee position you advertised in today's Hamlet Gazette greatly interests me. The Snuggle Inn chain of hotels has always served as landmarks for me when I travel, and I would like to contribute to their continued growth. I have enclosed my resume for your review.

Sell
Yourself

In May, I will be graduating from Large State University with a degree in business. While in school, I developed strong organizational and customer service skills. As a dormitory assistant, I organized events, led meetings, and assisted students. As treasurer of the Business Society, I maintained the budget and presented budget reports. My summer jobs also required extensive interaction with the public. I believe these experiences have prepared me for your management trainee position.

I would appreciate the opportunity to discuss my qualifications more fully in an interview. I can be reached at 545-555-5555. Thank you for your consideration.

Sincerely,

Request an interview

Place your phone
near the end

John Smith

Sign each Letter

John Smith

Enclosure