

Cover Letter Example 1

January 12, 2010

Mr. John Manager
Human Resource Department
XYZ Company
1234 Orchard Lane
Flint, MI 48503

Dear Mr. Manager:

Please accept the enclosed resume as formal application for the Customer Service Representative position you listed in the Flint Journal on Sunday, January 8, 2010.

Your advertisement mentioned that you are seeking an individual with strong communication and people skills as well as a background in sales. I have experience in all aspects of selling. These skills, coupled with my strong work ethic, make me the ideal candidate for this position. Additionally, I plan to receive an Associate of Applied Science Degree with a concentration in Marketing Management in June, 2010.

I would enjoy the opportunity to meet with you in person to discuss my background and qualifications for this position. You may reach me at (810) 555-1212 between 8 a.m. and 5 p.m. or at (810) 234-1212 after 5:30 p.m. Thank you for your time and consideration.

Sincerely,

Jane Student

enclosure