



Cover Letter Samples

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Sample One

Date

XXX Company
1200 Maine Street
Portland, ME 04101

Dear Sir or Madam:

It is with great interest that I submit my resume in response to your advertisement for an "Administrative Assistant to the President" in the 9/29 edition of the Portland Press Herald. ABC Company is a fine company and I would be proud to be a part of your organization.

My work history reflects my proficiency with the Microsoft Office Suite advanced functions, including Excel, Access & PowerPoint. I am flexible, a team player, and desire to be successful in any role I accept.

I would enjoy the opportunity to meet with you in person to learn more about this exciting job opening. I am available for an interview at your convenience. I can be reached at (207) 555-1111 anytime after 5PM or via my cell phone at (207) 222-1212 during the day.

I thank you in advance for your consideration. I look forward to hearing from you.

Sincerely,

Your name

Enclosure



Cover Letter Samples

Sample Two

Date

James Cornwell
Human Resource Director
ABC Bank
100 Washington Street
Portland, ME 04101

Dear Mr. Cornwell:

As a customer of ABC Bank, I am impressed with the superior quality and service your bank offers. I am very interested in the financial aspect of business and wish to gain work experience in the banking industry. I hope you have a current job opening, as I would welcome the opportunity to join your team.

I would be delighted to meet with you for an interview at your convenience. If my qualifications are of interest to you, please contact me at (207) 555-1111. I look forward to hearing from you.

Sincerely,

Your Name

Enclosure



Cover Letter Samples

Sample Three

Date

James Cornwell
Human Resource Director
XYZ Company
400 Congress Street, 4th Floor
Portland, ME 04101

Dear Mr. Cornwell:

One of your employees, Marla Davis, is a good friend of mine. For the last six months I have been hearing from Marla that XYZ Company is a growing company and a great place to work. I am hoping that you have a current opening for an Administrative Assistant, as I would welcome the opportunity to be part of your staff.

I am seeking an entry-level opportunity where I can demonstrate my skills and professionalism. I am open to any department where I can be part of a motivated team.

I would be very happy to review my qualifications with you. Should you wish to contact me, I can be reached at (207) 555-1111.

Thank you for your time and consideration, it is sincerely appreciated.

Very truly yours,

Your Name

Enclosure