

Sample #1

June 13, 2007

Contact Name, Position Title

Company Name

Address

Town, ST Zip

Re: Position Opening

Dear Contact Name / Hiring Manager:

Please accept the enclosed resume in application for the position of **Administrative Support/Receptionist**, recently advertised on your website. I am confident that my work experience and educational background fit the requirements for this position, and I am eager to apply my knowledge and skills and contribute to [Company Name]'s current goals and objectives.

I have a dynamic combination of education, experience and skills that qualify me for employment with [Company Name]. My academic training has been excellent, and has prepared me for a variety of positions in an office setting. I have excellent interpersonal communication and organizational skills as well as a strong background in customer service and problem resolution. I am also able to work quickly and accurately in a deadline-driven environment and feel enthusiastic about taking on new responsibilities and challenges.

Thank you very much for your attention and consideration. After reviewing my resume, please call me at (860) 555-5555 to arrange an interview so that we may have an opportunity to further discuss my qualifications. I am certain you will find my skills and experience an asset to [Company Name].

Sincerely,

First and Last Name

Enclosure

Sample #2

(Blind/Broadcast Cover Letter)

Date

Contact

Position Title

Company

Address

Town, ST Zip

Dear [Contact Name]:

I am an advanced student in the Paralegal program at Manchester Community College. I have one course to complete and expect to graduate in December, 2007. Currently, I am seeking part time employment in a corporate environment in a legal or administrative position, and would be very interested in working at your firm. I would like to be considered for opportunities you have available now or in the near future that you feel might be appropriate for me. I am especially interested in a position where my hours may increase to full time after I graduate.

I have a combination of education, experience and skills that make me a good candidate for employment with [Company Name]. My solid academic training has prepared me for a variety of positions in a corporate/business setting. I have a strong background in purchasing, marketing, and other business and customer service functions. Furthermore, I have the ability to communicate effectively with co-workers, vendors and the public, the ability to work accurately and efficiently, and a willingness to accept new responsibilities.

I look forward to discussing my qualifications with you in greater detail. Please call me at (860) 555-1212 to arrange a mutually convenient time for an interview. Thank you very much for your attention and consideration. I hope we have the opportunity to meet and work together in the future.

Sincerely,

Name

Enclosure

Sample #3

May 31, 2007

Contact Name
Company Name
Address
Town ST Zip

Dear (Contact Name),

At Nice Person's recommendation, I contacted you regarding the **Therapeutic Recreation** position that will soon be available at your facility and I am forwarding you my resume as per your request. As I mentioned in our conversation, this position is of special interest to me because it calls for the experience and qualifications that complement my education and background.

My resume illustrates that I have experience with special needs populations, and recently had the opportunity to successfully apply course knowledge gained at Manchester Community College in a spring co-op. This internship allowed me to assemble and organize data for a research project that was backed by [Facility Name's] Center for Research on Mental Health and Aging. My co-op field experience also involved working with a group of frail seniors at the Manchester Senior Center. Currently, I hold a per diem position in Therapeutic Recreation at Riverside Health and Rehabilitation Center, serving a diverse population with a wide range of needs.

My educational path has been carefully planned with the goal of achieving a career in the field of Therapeutic Recreation. To date, I hold a Certificate in Therapeutic Recreation and am pursuing an Associates Degree in TR at MCC. While attending school full time and continuing family responsibilities, I maintain a 3.98 GPA. I am also a member of Phi Theta Kappa and a recipient of the Paul Jones Scholarship.

I look forward to meeting you and am enthusiastic about discussing my qualifications with you further. Please call me at (860) 555-5555 to arrange a mutually convenient time for an interview. With the organizational and time management skills I possess, along with my strong initiative and creativity, you will surely find me to be an asset to your team. Thank you for your time and consideration.

Sincerely,

First and Last Name

Enclosure

Sample #4

100 Manchester Road
Manchester, CT 06040
H (860) 555-5555
Email: gifted@yahoo.com

Name

June 1, 2007

Contact Name, Position Title
Employer Name
Town, ST Zip
Re: Interviewer, Family Nutritional Program

Dear (Contact Name):

Please accept the enclosed resume in application for the position of Interviewer / Nutrition Educator in your Family Nutritional Program. My interest in and enthusiasm for nutrition and community work certainly matches the position requirements.

As my resume demonstrates, I have a strong background in education and have worked closely with children and families in an individual and group context. My bi-lingual and bi-cultural abilities, documentation skills, team player mentality and ability to be flexible also make me a strong candidate for the Interviewer / Nutrition Educator position. In addition, I serve as a volunteer for my church organization and frequently provide resources to and assist low income families and individuals in their efforts to overcome challenging situations.

I look forward to discussing my qualifications with you in greater detail. Please call me at 860.555.5555 so that we might arrange a mutually convenient time for an interview. Thank you for your time and consideration. I hope we have the opportunity to meet and work together in the future.

Sincerely,

Your Name

Enclosure

Sample #5

100 Manchester Road
Manchester, CT 06040 (860) 555-5555

Your Name

Fax

To: Name of Contact/Company From: Your Name
Fax: (860) 555-5555 Pages: 2
Phone: (860) 555-5555 Date: 6/13/2007
Re: Position opening. CC:

Urgent For Review Please Comment Please Reply Please Recycle

In reference to our conversation on Tuesday, May 29, 2007, I am forwarding my resume in application for the position of **Underwriter**, recently advertised in the Journal Inquirer. As I mentioned, I am very interested in gaining experience in the insurance industry, and this position would certainly offer the opportunity for growth and development in the area of process and renewals.

My resume illustrates that I have strong computer and typing skills as well as the ability to handle multiple tasks in a fast paced environment. In addition, I have extensive customer service experience and I am both motivated and dependable. I believe that my academic training has been excellent, and has prepared me for a variety of positions in a business setting. My willingness to accept new responsibilities and challenges and strong ability to work accurately and efficiently also makes me a good candidate for a position with your company.

I look forward to discussing my qualifications and interests with you in greater detail. Please call me at 860.555.5555 to arrange a mutually convenient time for an interview. Thank you very much for your attention and consideration. I hope we have the opportunity to meet and work together in the future.

Sincerely,

Your Name

Sample #6

FIRST & LAST NAME

STREET ADDRESS

TOWN, ST ZIP

(860) 555-5555

E-MAIL: JOBWELLDONE@HOTMAIL.COM

April 5, 2007

Office of the Town Manager
Town of Manchester
100 Main Street
Manchester, CT 06040

Dear Human Resource Representative:

In response to the job advertisement in the April 1, 2007 issue of *The Riverast News Bulletin*, I am writing to express my interest in working for the Town of Manchester as an **EMS Secretary**. Currently, I am a student in the Business Administration program at Manchester Community College and will graduate this May, after completing my last two courses this spring.

My resume illustrates that I have a high achievement record at school as well as a solid 4.0 GPA. I have also demonstrated the ability to successfully meet work related goals and objectives in a deadline driven environment, while working quickly and accurately. Moreover, I have excellent organizational and communication skills, a positive attitude, and demonstrate a strong work ethic and high level of initiative.

I would welcome an opportunity to speak with you to discuss your current needs as well as my skills and qualifications in greater detail. Please call me at (860) 555-5555 to arrange an interview and I will make myself available at your convenience. Thank you in advance for your attention and consideration.

Sincerely,

Your Name

Enclosure