

## Cover Letter Sample 1

123 My Street  
My Town, IL 61920  
Today's Date

Mr. John Smith  
Company Name  
Street Address  
Town, State, Zipcode

Dear Mr. Smith:

I am applying for the *(name of position)* that I learned about *(say what resource like newspaper, internet or person referred you to the job)*. This position relates well to my career interest and education in Applied Engineering & Construction Management, and thus I would appreciate your consideration of my application.

My strengths include strong learning skills, skills with drafting, strength testing and computer software. For example, I turned my skills with computers into a book that has been published about working with vintage Apple II computers. Although computer skills are typically focused on logic, I also possess creativity as I have developed a social media website that includes an attached database.

*In this paragraph, focus on 1-2 skills that shine in the workplace. Try to tie in these examples with the job vacancy.*

I would enjoy meeting with you to further explore my contributions to *(say the name of the company)*. Please feel free to contact me via email or phone to arrange a mutually convenient time to discuss our common interests.

Sincerely,

Frank Daniels

## Cover Letter Sample 2

178 Green Street  
Waterbury, CT 06708  
Today's Date

Pat Cummings  
General Manager  
Any Corporation  
1140 Main Street  
Chicago, IL 60605

Dear Mr. Cummings:

My interest in the position of Masonry Supply Manager listed on the Panther Recruiting website has prompted me to forward my resume for your review and consideration.

During the past four years, my experience has been concentrated in the masonry and plastering products supply industry with a building materials firm. The firm's General Manager assigned me to create a marketing plan that would attract new business. I upgraded the firm's image by featuring our latest projects on a new website, as well as providing customer testimonials about our history of strong client-vendor relations. My efforts increased the dollar volume and bottom line profits by 300% for our masonry line and new clients specifically cited the informative and appealing website as the main reason for contacting the company for more information.

Your position provides the responsibilities where my goal driven personality and in-depth knowledge of the product line within the industry will make a positive contribution to sales growth and profits.

I will contact you in a few days to arrange a meeting for further discussion. In the interim, should you require additional information, I may be reached at (203) 555-5555.

Sincerely,

Joan Smith

enc. resume

### Cover Letter Sample 3

222 Any Street  
Hometown IL 55555  
Today's Date

Ms. Sara Jones  
Human Resources Coordinator  
Any School District 123  
41 E. Elm Drive  
Any Town, IL 55555

Dear Ms. Jones,

I am applying for the position of elementary teacher that was advertised on your school web site. My background and credentials match your needs. With \_\_\_\_ years of teaching experience and the drive to provide each student with an excellent education, I am confident my qualifications will be a valuable asset to the \_\_\_\_\_ School District.

While researching your district, I learned your mission is to challenge every student and develop core knowledge in order to achieve success. Throughout my teaching experience, I have developed rigorous, differentiated literacy centers, each containing an assignment for low, on, and high level students. The leveled centers are on each child's academic level yet pushed them to meet their full potential.

My greatest passion is to develop students into educated, well-rounded, successful individuals. During my career, I have had the wonderful opportunity to teach a diverse group of students including minorities, bilingual, gifted, and special needs students. As a result, I am proficient in constructing and delivering creative, comprehensive lessons accommodating multiple intelligences thus inspiring all students to achieve.

As you will see by my resume, I have many of the qualifications you seek. I would like to meet with you to discuss my candidacy in full. I will be in the area and available for an interview March 15th through the 19th. Otherwise, I will be happy to discuss other possible arrangements. You may reach me at (217) 555-4444 or [ateachr@email.com](mailto:ateachr@email.com). Thank you for your time and consideration.

Sincerely,

Alice Teachr

Enclosure

## Cover Letter Sample 4

1515 Main St.  
Springfield, IL 62701  
Today's Date

Sally Norbert  
Human Resources Director  
ABC Corporation  
222 Wacker Street  
Chicago, IL 60601

Dear Ms. Nobert:

As an experienced communications professional, I welcome the opportunity to be considered for your open Program Manager, Corporate Communications position. I believe my ten years of experience in Marketing, Public Relations, and Corporate Communications will surely be an asset to ABC Corporation in the role you seek to fill. In addition to my years of experience, I also have a Bachelor of Arts Degree in Communication and a Master of Arts Degree in Corporate and Public Communications.

My work history includes experience in the financial, healthcare, and industrial sectors while working with all levels of management. In particular I have had many years of experience working with executive leaders to help develop their communications skills to better represent their organizations both internally and externally. My exceptional writing and editing skills honed over the past ten years in public relations and corporate communications include press releases, newsletters, video scripts and web sites, all of which will prove beneficial in my success as Program Manager. My experience with cross-cultural communication strategies will be of assistance in achieving your vision to become a globally recognized company.

Thank you for your time in considering me for the Program Manager position. I will follow up in one week to further discuss my qualifications and to explain how I can help ABC Corporation succeed. I look forward to speaking with you about this opportunity.

Sincerely,

James Roberts

Enc: Resume