

## JOB MATCH COVER LETTER

Your Name  
Address  
City, State, Zip Code  
Phone Number  
E-mail Address

February 25, 2010

Ms. Jane Smith, Title  
Work Incorporated  
555 Pine Street  
St. Paul, MN 55555

Dear Ms. Smith:

The position of Administrative Assistant listed in the Daily Tribune on February 24, 2010, caught my attention. The skills and qualifications you require closely match my experience in this career field.

- ***Detail-oriented, experienced Administrative Assistant:***  
Four years Administrative Assistant experience with responsibility for numerous detailed reports.
- ***Assist Customer Relations Manager:***  
Worked with our Customer Relations Manager for two years.
- ***Corporate experience with major clients:***  
Regularly served purchasing agents at Fortune 500 companies.
- ***PC knowledge:***  
Mastery of the entire Microsoft Office suite.

Enclosed is my resume for your review and consideration. I believe I am an excellent candidate for this position and look forward to meeting with you to discuss it in greater detail. I will plan to call you to determine when an interview might be possible. Thank you.

Sincerely,

(Signature)  
Typed Name  
Enclosure