Sample email cover letter

A resumé would be attached to the following email.

New Message

Helvetica 12

To: Kim Green

Cc:

Bcc:

Reply To:

Subject: Ben Gupta Resumé for Sales Representative Position

From:

Dear Ms. Green:

Thank you for taking the time to chat with me today about your posting in yesterday's *Anytown Journal* for a wheelchair and chairlift sales representative. Because my skills and qualifications seem tailor-made for this position, I'm delighted to forward my resumé.

In my 11 years as an occupational therapist, I've come to know your product well, since many of my clients use Wheelchairs & More wheelchairs and lifts. I'm excited to have an opportunity to combine my professional expertise with the construction knowledge I've gained from working for five summers at my father's home-building business. This combination of skills, I believe, will allow me to offer your customers knowledgeable, effective mobility solutions.

I look forward to meeting with you.

Sincerely,

Ben Gupta
403.555.0000
b.gupta@email.com

Attachments

© Government of Alberta