

Short Cover Letter Suitable for E-mail

To be sent as an introduction to an emailed resume.

Dear Ms. (Name): (or Dear Human Resources Manager:)

Thank you for the opportunity to present the accompanying resume for your consideration.

After your evaluation, if you believe that my background and experience are favorable for further discussion, please contact me to arrange an appointment at your earliest convenience.

I am confident that, if selected to join your organization, our association would result in mutual benefit.

Respectfully submitted,

Your name

(Paste resume here)