Sample Cover Letters

Include a cover letter with each resume that you send to a prospective employer. Use the cover letter to highlight specific skills, experience or interests that match the description of the job for which you are applying. The cover letter should be 1) typed, printed or neatly written on the same type of paper as your resume, 2) addressed to the same person to whom you are sending your resume, 3) be short and 4) request a meeting to discuss the job opening. Use these sample letters as a guide. Review the **JobSearch Guide** ***How to Write a Cover Letter.***

207 Oakhill Road
Anytown, PA 01234
(999) 555-9999
February 2, 2020

Mr. William Saunders
Editor-in-Chief
Sandford Times-Dispatch
123 Main Street
Thistown, WV 00000

Dear Mr. Saunders,

I am writing in response to your advertisement in the February 1 issue of the *Daily News* for an Assistant Editor. I have had six years of experience as an Editor for a small-town newspaper. I have developed a number of ideas that may be of interest to you.

In my current position as Editor of the weekly newspaper *The Anytown Weekly*, my responsibilities have ranged from coordination of all full-time and part-time reporters to final copy accountability for the entire newspaper. While serving in this position, I have developed several cost-efficient ways to ensure editorial accuracy in every department.

I would welcome the opportunity to meet with you to discuss in greater detail my potential value to your publication's staff. I have enclosed my résumé for your review. I will contact you later in the week to arrange a meeting at a time that is convenient for you.

Thank you for your consideration. I look forward to our meeting.

Sincerely,

Robert Morris

Robert Morris

enc. Résumé

Decatur Illinois workNet Center
757 W. Pershing Road
Decatur, IL 62526
217-875-8751
www.worknet19.org

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Sample Cover Letter #2 Using a Personal Letterhead

Karen Austin
132 Main Street
Anytown, CT 99999
(999) 555-9879
March 6, 2019

Mr. James Benson, President
Davis, Benson & Co.
426 Park Street
Yourtown, NY 99999

Dear Mr. Benson,

At the recent ARC convention in San Diego, your production manager John Carson mentioned that Davis, Benson & Co., is looking for a sales associate to manage new client's accounts. I believe I am an ideal candidate to fill the position for your company.

My background includes over ten years of experience in account management, product sales, customer service, invoicing and accounts servicing. I thoroughly enjoy interacting with customers in order to achieve maximum satisfaction for both the customer and the company. In my current position with BKL, Inc., I am a product representative and am responsible for a four state territory. I am interested in your position because it not only will allow me to use my sales expertise, but it will also involve less travel away from the main office than is currently demanded of me.

I have been very impressed with the information that was in the recent issue of *Retailer's Trade Journal* which named Davis, Benson, & Co., as one of the top ten distributors in the country in terms of product quality and customer satisfaction. It would be a pleasure to work with a company that fosters such high standards.

I have enclosed my résumé for your review. I will contact you early next week so that we can arrange a convenient time to meet in order to discuss the position of sales associate.

Thank you for your consideration. I look forward to meeting with you soon.

Sincerely,

Karen Austin
Karen Austin

enc. Résumé