

Cover Letter Example #1

123 Elm Street
Anywhere, Ohio 43210
(614)555-1234
January 1, 1999

Helen Smith
Human Resource Manager
ABC Corporation
Somewhere, Ohio 43211

Greeting

Dear Ms. Smith:

Opening

Mr. John Johnson of the Consumer Affairs Department of the ABC Corporation suggested I contact you about an opening as a Consumer Affairs Specialist. I am submitting a copy of my resume for your consideration.

Body

As you can see, I recently completed a degree at The Ohio State University in Consumer Affairs. As a student, I maintained a 3.75 grade point average and was president of Consumer Affairs Club for two years. During the summer of 1998, I was an intern with the DEF Corporation in their Consumer Affairs Department. While at DEF, I handled phone and written communications. I would also like to point out that I am fluent in Spanish. I understand that a significant amount of the business the ABC Corporation does is with the Spanish speaking community. The combination of skills I could bring to the ABC Corporation is unique and would be of great value. Your company would offer me the challenges and opportunities I desire.

Closing

I can be reached at the number above during regular business hours. I will contact you on January 15 to answer any questions you might have. I look forward to talking with you.

Sincerely,

Joe Jones

Enclosure: Resume