

Sample cover letter

John Ryan
15 Spring Road
Hamlet, LS 41112
545-555-5555

December 5, 1999

Mr. Brian Carson
Hiring Manager
Rest Easy Hotel
Hamlet, LS 41112

Addresses are omitted for
e-mailed cover letters

Dear Mr. Carson:

Letter is addressed to a specific
individual if possible

The management trainee position you advertised in today's Hamlet Gazette greatly interests me. The Rest Easy Hotels have always served as landmarks for me when I travel, and I would like to contribute to their continued growth. I have enclosed my résumé for your review.

State position
applied for

Sell
yourself

In May, I will be graduating from Large State University with a degree in business. While in school, I developed strong organizational and customer service skills. As a dormitory assistant, I organized events, led meetings, and assisted students. As treasurer of the Business Society, I maintained the budget and presented budget reports. My summer jobs also required extensive interaction with the public. I believe these experiences have prepared me for your management trainee position.

I would appreciate the opportunity to discuss my qualifications more fully in an interview. I can be reached at 545-555-5555. Thank you for your consideration.

Request an interview

Place your phone
number near the end

Sincerely,



Sign each letter

John Ryan

Enclosure