

Sample Cover Letter

Current Date

Ms. Judy Smith
Human Resources Department
Nomad Products, Inc.
34123 Silverdale Way
Silverdale, WA 98383

Ms. Smith:

I am responding to the Associate Manager Trainee employment announcement located in a recent edition of The Kitsap Sun newspaper.

Presently, I am completing an Associate in Arts degree in Business Management at Olympic College. Through my studies, I have gained a broad knowledge of business, accounting, sales, and personnel relations. I have also successfully worked in several part-time customer service positions.

The enclosed resume will tell you more about my qualifications. I would like an opportunity to meet with you to discuss how I can help meet your company's needs. I can be reached by e-mail at JosephineAnderson@....., by phone after 5 p.m. at (360) 123-4567, or you may leave a message on my answering machine and I will return the call promptly. Thank you for your attention and consideration.

Sincerely,

Josephine Anderson