

SAMPLE COVER LETTER

3800 Montrose Blvd.
Houston, Texas 77006
October 14, 2012

Your address

Always list the current date

Mr. Steve Barrons
Director of Campus Relations
ABC Corporation
954 Park Blvd.
Vallanova, PA 19058

Company contact information and address

Opening Paragraph

- State why you are writing & give information to show your interest in this specific organization.
- Name the position for which you are applying and how you heard of it.

Dear Mr. Barrons:

Use a colon on a professional/business letter. If you do not know the name of the person in charge of hiring, use "Dear Hiring Manager" or "Dear Hiring Committee" rather than "To whom it may concern".

I am interested in applying for the sales representative position recently advertised in *The New York Times*. The skills I have developed from my work experience and academic background support my strong interest in a sales career.

As you can see from my resume, the internship I had with XYZ Corporation provided an opportunity for me to gain practical experience with account maintenance and cold-calling new accounts. In addition, I have worked as a waiter for the past four years, learning firsthand how to effectively deal with customers and their demands. I have been formally commended by the management several times, being named "Employee of the Month."

Middle Paragraphs

- Explain why you are interested in working for this employer.
- Point out your achievements & qualifications in this field, especially those that meet the job description & requirements.
- Refer the reader to your general qualifications on your enclosed resume.
- Highlight important points from your resume. Also highlight points that will be of particular interest to this specific organization. Do not, however, simply repeat what is stated in your resume- this is your chance to sell your skills and tell them why you are the one for the job!

Ever since I decided to pursue a sales career, ABC Corporation has been at the top of my list of prospective employers. The strides your company has taken in the computer software market – namely the development of packages for use by pharmacies and hospitals – make ABC a leader in the industry.

I would very much like an opportunity to speak with you regarding the sales representative position. I will call you late next week to discuss my qualifications for the position, or you can reach me in the meantime at (713) 525-3160. Thank you for considering me for this position.

Closing Paragraph

- Should pave the way for an interview by asking for an appointment, by offering to call the employer in the near future or by making some similar suggestion to facilitate an immediate and favorable reply.

Sincerely,

Don't forget to sign your name.

James R. Wolfe

James R. Wolfe

You are noting that you have enclosed your resume.

Enclosure