

Sample “Cover Letter” for an Open Position

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Human Resource Director
ABC Corp.
ABC Street
Any Town, USA

Dear Human Resource Director:

I am writing to inquire about the Assistant Manager position at ABC Corporation using my leadership and organizational skills. This type of position appeals to me because of my strong interest in working with employees in the area of Human Resources. In addition, I believe my background and skills fit well with your company mission, which states as its goal; “to select and employ the most capable and satisfied employees.”

My experience at XYZ Company reflects five years of experience in a corporate setting. During these years, I have been able to strengthen my skills in working with diverse groups of people. I work well solving conflicts between employees, whether they are employer/supervisor conflicts or employee/employee conflicts. In addition, my strong organizational and leadership skills, which are constantly being challenged and developed, allow me to be a successful, contributing employee to any organization.

Enclosed please find a current copy of my resume’ and references. I will follow up with you in two weeks to determine if there is an opportunity for further discussion about how my skills and experiences can benefit ABC Corporation. If you have immediate questions, please contact me at 555-3577 or I can be reached by e-mail at BarbaraBoles@e-mail.com. I look forward to hearing from you soon.

Sincerely,

Barbara Boles