

Sample Cover Letter

August 30, 2001

Mr. Jones
Charles Jones and Company
1111 Washington Street
Anytown, US 12356

Dear Mr. Jones,

Please consider me as an applicant for the position of classified sales representative, advertised in the News and Advance, May 10, 2001.

In my current work as a clerk for CVS Drug Store, one of my major responsibilities is maintaining a satisfactory inventory for all non-drug items. This part of my job requires sound mathematical calculations, attention to details, and good organization. I feel these skills would be put to good use in the position you have open.

Enclosed is my resume. I would appreciate a personal interview to discuss my qualifications.

Sincerely,

Kathryn Abel
205 N. Lewis Street
Anytown, US 11223
434-111-2222