

Sample Cover Letter

Wanda Work
1234 Citystreet
Boston, MA, 02108
June 5, 2005

Anita Lift
Employment Representative
Newport Shoe Corporation
100 Morris Street
Manchester, MA 02194

Dear Ms. Lift:

I am applying for the position of Account Services Representative for Newport Shoes, as advertised in the Boston Sunday Globe on August 23, 20xx. I offer your company a solid sales background and extensive experience in customer relations.

My degree in marketing has provided me with an excellent theoretical and practical knowledge of marketing and sales. My work in customer services at Yugo Motors last summer allowed me to interact with dealers, distributors and customers. This strengthened my interpersonal and problem-solving skills. The experiences I have had defending oral presentations in school and as a sales associate for Jordan Marsh have taught me to think on my feet and develop a good rapport with audiences, colleagues or customers. I know these qualities will greatly enhance my ability to service the wide range of accounts you outline in your advertisement for this position. Finally, my knowledge of computers and my data skills will fill the needs you have for maintaining a computerized order system.

My salary requirements range between \$29,000 and \$37,000, depending on the final responsibilities and benefits of the position. (Include this kind of a statement **only** if salary requirements are sought by the employer.)

I would appreciate the opportunity to give you an in-depth description of my qualifications in an interview and will call you in a week to follow-up on this letter. Feel free to call me at my home (617-333-3333) or, in confidence, at my current job (617-245-6789). If you prefer, you can email me at wwork@priceynet.com. Thank you for your consideration. I look forward to speaking with you.

Sincerely,

signature

Wanda Work