

Sample Cover Letter

1234 Main Avenue Lawrence, KS 66046 September 20, 2013	↑	Your Address
Ms. Betty Smith Human Resources Director Big Time Software 678 Madison Avenue Overland Park, KS 66212	↑	Date First and Last Name of contact person or "Human Resources Manager" if name is unknown Title of Contact Person Employer Contact Information
Dear Ms. Smith: It is with great interest that I apply for the position of sales representative for the Midwest territory. At the recent University of Kansas career fair, I met Joe Job, Chicago sales representative for Big Time Software, who told me about the position. My extensive sales and leadership experience as well as strengths that include a committed work ethic, strong motivation to succeed and a demonstrated record of exceeding goals would make me an excellent fit for your company. After speaking with Mr. Job and researching Big Time Software, I am impressed with the innovative software your company is developing for the health care industry. Your recent release of Super Special Software version 5.0 represents a significant advance in technology and should be well received in the home health field. This rapidly growing segment of the industry is creating unique opportunities to acquire new clients. I have a consistent record of achievement in building customer relationships that generate sales while working on a team and meeting deadlines. During my summer internship at Union Sales, I exceeded the monthly sales quota by 30 percent – the majority of those sales were to new clients. At The University Daily Kansan, I consistently surpassed the sales goal of \$500 in advertising per week. As chief membership officer of Pi Alpha Pi, an academic honors organization, I pioneered a recruitment program that brought in over 20 new members, increasing our membership base by 52 percent. At the Chicago Grill Restaurant, I was selected to train all new hires on proper serving techniques and was entrusted with closing the restaurant after only three months of employment. These experiences demonstrate that I am a highly motivated and goal-driven leader who strives for excellence in everything I do. I look forward to the opportunity to interview with you and have attached my resume as requested. I will contact you next week to schedule a time when we can further discuss my qualifications. If you have any questions, I can be reached at (785) 555-1234 or by email at jayhk@ku.edu. Thank you for your time and consideration.	↑	If employer name is not available, use Human Resources Manager, Director or Hiring Manager First Paragraph: • Why you are writing • What position you are applying for • How you learned about the position • Who referred you (if applicable) Body: • Why you are interested in the position • What you can contribute • How your qualifications would benefit the organization • How your skills and experience match their needs Last Paragraph: • Refer to documents enclosed or available such as list of references • Give the phone number and time that you can be reached or when you will contact them • Thank them for their time and consideration of your application
Sincerely,	↑	Or, "Respectfully"
Jay Hawk	↑	Type your first and last name Leave four spaces so you can sign your name in ink after it is printed Leave only one blank line and type your name for emailed letters