Jack Watt   
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Saint John, NB, Canada   
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10/7/2013

Jim Myers  
Head of Human Resources.  
Fusion Software Inc  
201, 5041 Gateway Blvd  
Edmonton, Alberta, T6H 4R7

Dear Mr. Myers

**Body of Cover Letter**

The body of your cover letter lets the employer know what position you are applying for, why the eFrom the Acme web site I learned about your need for a sales representative for the Virginia, Maryland, and North Carolina areas. I am very interested in this position with Acme Pharmaceuticals, and believe that my education and employment background are appropriate for the position.

You indicate that a requirement for the position is a track record of success in meeting sales goals. I have done this. After completion of my B.S. in biology, and prior to beginning my master’s degree in marketing, I worked for two years as a sales representative with a regional whole foods company.  My efforts yielded success in new business development, and my sales volume consistently met or exceeded company goals. I would like to repeat that success in the pharmaceutical industry, using my academic background in science and business. I will complete my M.S. in marketing in mid-May and will be available to begin employment in early June.

Attached is a copy of my resume, which more fully details my qualifications for the position.

I look forward to talking with you regarding sales opportunities with Acme Pharmaceuticals. Within the next week I will contact you to confirm that you received my e-mail and resume and to answer any questions you may have.

Thank you very kindly for your consideration.

mployer should select you for an interview, and how you will follow-up.

**First Paragraph:**   
The first paragraph of your letter should include information on why you are writing. Mention the position you are applying for. Include the name of a mutual contact, if you have one. Be clear and concise regarding your request. Convince the reader that they should grant the interview or appointment you requested in the first paragraph.

**Middle Paragraphs:**  
The next section of your cover letter should describe what you have to offer the employer. Make strong connections between your abilities and their needs. Mention specifically how your skills and experience match the job you are applying for. Remember, you are interpreting your resume, not repeating it. Try to support each statement you make with a piece of evidence. Use several shorter paragraphs or bullets rather than one large block of text.

**Final Paragraph:**  
Conclude your cover letter by thanking the employer for considering you for the position. Include information on how you will follow-up. State that you will do so and indicate when (one week's time is typical). You may want to reduce the time between sending out your resume and follow up if you fax or e-mail it.

**Complimentary Close:**

Respectfully yours,

**Signature:**

Handwritten Signature (for a mailed letter)

Typed Signature