

First Last
Street Address
City, State, ZIP Code
yourname@gmail.com

Company Name
Position Title
Company City, State, ZIP Code

(Intro line)
Dear Committee Name Hiring Committee,(or Hiring Manager name)

(1st paragraph: How you found them and your reason for wanting the job)

Thank you for taking the time to read through my resume, cover letter, and recommendations.

(2nd: Why YOU are the perfect fit for the job)

As I was scrolling through LinkedIn's job postings I came to the name Hot Diggity!, I had to check you all out. One of the first parts of your website that spoke to me was the importance placed on providing quality care for people's pets. I personally have pet sat and each time when the owners would leave they mentioned the importance and love they have for their pets. They are family. My own dog Steve is a part of my family and I am excited by the value you all place in dependability, honesty, and love. These are not just things that are important to humans but to our pets also.

(3rd: What you can bring to the company now, your thoughts on their company values and community)

I am interested in the Admin position because it will further develop the strengths I have built in past roles as well as being a part of developing Hot Diggity!'s community. At Portland Community College we practiced servant leadership. My goal was to represent student voice by listening with empathy, clarifying any questions, and demonstrating accountability through following up. This applies to everyone who walks through the door, opens the web app, and gives Hot Diggity! a call. I believe empathetic listening is powerful and through it, I will be able to support your customers, their pets, and Hot Diggity! coworkers. At Clackamas Women's Services, I handled information that was confidential and potentially harmful if miss-handled. Organization and respect were a must to build relationships and trust. At Hot Diggity! you handle extremely personal possessions in houses, pets, transportation, and vacation times. All of this information needs to be well kept not just for privacy but also in case information needs to be accessed quickly in the case of a sick pet or unavailable pet sitter.

(Closing, your are energized and looking forward to hearing back from the company)

Hot Diggity! is a growing company and just like me, you are looking for a mutually beneficial partnership that impacts not just the company but also the rapport building with costumers and the community. Being a growing company I'm sure you are thinking about both longterm and short-term of the company and you know the importance of having a capable, energized, people facing admin/receptionist. That is what I will bring to the table. Throughout these documents, I have outlined my ability to meet all of your requirements, skills, and hopes for someone in this Admin Assistant & Receptionist position. I have been looking for a new community to be a part of and hot diggity, I believe I found it.

I look forward to hearing back from you all. Please let me know if you have any questions.

Sincerely,

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