

Sample Cover Letter

Martha (Marti) Saunders
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Phoenix, AZ 85000
602-555-1234
saundersmarti@email.com

Date

Dear (Hiring Manager),

I am writing this letter and enclosing my resume to apply for the (Position) with (Company). This position came to my attention (How). After reviewing my resume, I strongly believe I am a qualified candidate for this position.

(Summarize Qualifications/hard skills/soft skills). After research of your company, I feel my goals and value match those of (Company)

Thank you for taking time to review my resume. I look forward to hearing from you to set up an interview. You can contact me at (602) 555-1234 or via email at saundersmarti@email.com

Sincerely,

Martha (Marti) Saunders

ENC: Resume