

Cover Letter

John Doe
200 West First St.
Auburn, ME 04211

Phone: 207.555.0145

Email: jdoe@email.com

September 10, 2012

Sally Jenkins
ABC Company
123 Main St.
Auburn, ME 04211

Dear Ms. Jenkins,

I am writing to inquire about possible openings at ABC Company for a research assistant. I am interested in a senior level position offering the opportunity for travel and advanced research assignments.

As a professional administrative assistant with excellent research skills, I am eager to contribute my abilities and experience to ABC Company. Given my extensive training and background, I believe I can help ABC Company meet its goal of providing only the most accurate and timely information to its clients.

Please find enclosed my resume and a list of my references. Feel free to call me at 207.555.0145, to arrange a time to meet. I look forward to hearing from you.

Sincerely,

John Doe

Enclosures

Cover Letter

Header

Salutation

Dear [insert name of hiring manager],

Body

First paragraph: Mention the job you're applying for and where you found the job listing.

Middle paragraphs: Discuss your qualifications. These paragraphs should be specifically tailored to requirements posted in the job listing. You might also consider including why this specific company interested you in the first place. Limit this section to two to three paragraphs.

Final paragraph: Discuss the next steps. If you are going to follow up in one to two weeks, mention a specific date. If you would prefer to leave the ball in their court, say that you look forward to discussing your qualifications further. Also provide your email address and phone number. Don't forget to thank them for their time.

Close

Best,
[insert your name]
Phone
email
Address