

Cover Letter Sample

April 22, 2013

Richard Hayes
Human Resources Manager
Company XYZ
734 Mercantile Drive
St. Louis, MO 63105

← If addressee name is not provided, leave blank.

Dear Richard Hayes: ← If name not provided, replace with "To Whom It May Concern or Hiring Manager:"

Please accept this letter and resume for consideration in your search for a Human Resources Assistant. I learned of this position through the website jobfox.com. In May, I will be graduating with a Bachelor of Arts degree in business administration from Southern Illinois University Edwardsville (SIUE). This academic achievement, my excellent track record as an Administrative Assistant and my commitment to teamwork and professionalism in the work place make me the ideal candidate for this position.

As can be seen on my resume, I have been employed as an Administrative Assistant for the last year at the Law Offices of D&D. In this position, I have been responsible for managing multiple phone lines simultaneously and maintaining accurate records pertaining to on-going and past litigation cases. During my tenure, there has never been a misplaced document or lost phone message.

In addition to the skills I have practiced successfully as an Administrative Assistant, I have also taken the opportunity to build my professional communication skills by serving as a team liaison for a group senior assignment. In that role, I accepted responsibility for maintaining productive, accurate communication between the team, the mid-size company we were serving and our course instructor. My success in that role helped contribute to the successful completion of our project and we received high marks from both our course instructor and company client.

Thank you for taking the time to read this letter and review my resume. Please contact me via cell phone (555-555-1234) or email (ssimpson@siue.edu) if there is any additional information I can provide or to schedule an interview. I am very excited to learn more about your company and this position and to discuss in greater detail what I can offer Company XYZ.

Sincerely,

← If mailing a hard copy, sign here.

Sally Simpson

CAREER DEVELOPMENT CENTER

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careerdevelopment@siue.edu | www.siue.edu/careerdevelopmentcenter

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