

SAMPLE – Cover letter

The purpose of the cover letter is to stress credentials that closely match the job advertisement. Since this is your introduction to the organization, make the letter specific to the company. The letter should be concise, informative, and free of errors. It's best to address the letter to a specific person, if possible, the person actually making the hiring decision.

Ineeda Job
1234 Any Road
City, State Zip
732-867-5309

Month Day, Year

Ima N. Ployer, Title
5678 This Road
City, State Zip

Dear Ms. Ima Ployer,

Please consider my qualifications for the Administrative Assistant position, posting #789, that appears on your organization's website this week.

My skills and experience are a good fit for this opening:

- three years experience reporting directly to senior management
- demonstrated success administrating programs, projects, and/or processes and by organizing and coordinating unit operations
- ability to resolve routine conflicts and issues and deal positively with students, faculty, staff, and external clients
- strong ability to multitask in conducting daily operations including security management, building and equipment maintenance, telephone system coordination, purchasing, and payroll
- experience researching and compiling data, developing budgets, and preparing analytical reports
- bachelor's degree in communications
- proficiency in Word, Excel, PowerPoint, Visio, Access, and Outlook

Although I have no work experience coordinating events, I have successfully managed the Safe Prom Night activities for 600+ students in our local high school for the past two years. This included finding a location, contracting with vendors, arranging transportation for the students, and working with the local police departments, among other tasks.

The attached resume further highlights my education, experience, and skills. The opportunity to discuss my credentials at greater length during an interview would be appreciated. Please call or email me at your convenience. I will look forward to hearing from you.

Sincerely,

Ineeda Job