

SAMPLE COVER LETTER

Dee Mann
123 Street
Southern Pines, NC 28387
Phone: 910-555-1234
April 10, 2007

Mr. John Jones
Director of Personnel
Acme Widget Corporation
456 Industrial Boulevard
Aberdeen, NC 28315

Dear Mr. Jones:

I read the job announcement in this past Thursday's *Pilot* for a computer specialist. I discussed this position with Cynthia Adams, a close personal friend of mine, and an employee of Acme. She suggested I apply for the position. Based on her recommendation and the positive work environment that exists at Acme, please consider me as an applicant for this position. Enclosed you will find a current personal resume.

As you will note on my resume, I recently completed a two-year associate degree at Sandhills Community College in Business Administration. This degree has prepared me to work in a variety of environments microcomputer to make routine tasks, more efficient. I have studied extensively the use of Local Area Networks and network based systems that interface with mainframe computers. I have studied application-based software such as AutoCAD, Lotus 1-2-3, FoxPro, and many others. I have also had considerable training in programming to include Basic, C++ and Pascal. While enrolled at Sandhills, I worked in a number of computer-related positions to ensure that the theory I learned in class was applicable in real world settings.

I am excited about the opportunity to interview for this position. I am sure you will find my education, experience, character, and work ethic make me a strong candidate for this position. I can be reached at 910-555-1234. My schedule is flexible and I look forward to meeting with you to further discuss my qualifications and the opportunities associated with this position.

Thank you,

Dee Mann

Enclosure