

SAMPLE COVER LETTER

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Date

Ms. Joanne Donne
Director of Human Resources
American Health Systems
22 Main Drive, Suite 4
Springfield, NJ 07202

Dear Ms. Donne:

Enclosed please find a copy of my resume for your consideration in response to your advertisement for an assistant sales manager in *The Morning Ledger* May 29, 2005

In the past two years, I have sharpened my communication and teamwork skills while working as an intern and full-time summer employee for a national pharmaceutical company. In that position, I assisted in the development and implementation of new sales programs for several new product lines, and worked closely with regional sales managers and managers of other key departments in the organization, as well as with suppliers and vendors.

I look forward to meeting with you and discussing my background and accomplishments, and learning more about your needs. For your convenience, I can be reached during the day at (201) 555-1221, or you may leave a message with my voice mail at (201) 555-3636.

Thank you for your consideration.

Sincerely,

Michael Doeson

Enclosure

RETURN TO JOB SEARCH RESOURCES