

Example Cover Letter (Advertised Position)

5684 West 32nd St. #243  
Belton, TX 87512  
June 25, 2000

Mr. James Riley  
Personnel Manager  
Top Automobile Manufacturer  
30400 Round Rd.  
Detroit, MI 48095

Dear Mr. Riley:

I am writing in response to your recent advertisement for a customer sales representative that was published in the Sunday, June 24th edition of the Detroit Press. With my strong people skills and determined work ethic, I would make an excellent addition to your staff.

I admire your company's vision to be the worldwide leader in the automotive industry and to be committed to providing "total customer enthusiasm" through your employees. I have the ability to generate customer enthusiasm. I recently completed an extensive forty-hour mediation course. This training provided me with the skills necessary to analytically separate fact from emotion in order to manage disputes and resolves conflicts in the most effective, practical, and positive manner possible. These techniques are essential in satisfying the interests of the customer while still protecting the interests of Top Automotive Manufacturer.

In accordance with the mediation certificate, my academic studies at Baylor in communication and organization management have given me a diverse curriculum that relates directly to your organizational culture. I am referring to your dedicated approach to strengthening employee commitment by actively facilitating teamwork, leadership, and motivation. I am certain that, by incorporating my own knowledge and experience from these same areas, I can guide employees toward achieving common objectives. I can also assist in the improvement of customer relations in order to meet and exceed customer expectation.

The enclosed resume is a summary of my qualifications, training, and experience. I will be in the Detroit Metroplex area the second week of July. I would be honored to interview with you while in Detroit. I will call you the first of next week to try to schedule an interview date. Please feel free to contact me at (815) 468-2587 if you have any questions or need additional information. I look forward to meeting with you.

Sincerely,

(Signature)

Jillanna E. George

Enclosure: Resume