

Module 8: Tools for Survival

Topic 4 Content: Sample Cover Letter

Set a top margin of 2" or center the page vertically using your word processing software's formatting features.

1234 Memory Lane
Chesapeake, VA 23325 Today's Date

Money Matters, Inc.
Mr. Jim Doyle, Personnel Director 972 Volvo Pkwy.
Chesapeake, VA 23320 Dear Mr. Doyle:

Dear Mr. Doyle:

Mrs. Shelley Beeler, my Finance teacher at Indian River High School, told me of the opening in your company for a management trainee. I would like to apply for that position.

I am currently enrolled in the business program at Indian River and have taken Finance, which included interviewing techniques, résumé preparation, and composing a letter of application. In addition to this training, I have excellent communication skills. I am proficient in Microsoft Word, Excel, and PowerPoint. I am independent and motivated, which enables me to get the job done properly without supervision. As the enclosed résumé indicates, I have the training and experience needed to make a real contribution to your company.

May I have the opportunity to discuss my qualifications with you and the extent to which I could contribute to the success of Money Matters, Inc.? You can telephone me in the evenings at (757) 555-1234.

Sincerely,

Your Name

Enclosure