## Sample cover letter

John Ryan 15 Spring Road Hamlet, LS 41112 (545) 555-5555

January 5, 2009

Mr. Brian Carson Hiring Manager Rest Easy Hotel Hamlet, LS 41112 Addresses are omitted for e-mailed cover letters

Letter is addressed to a specific individual, if possible

State position applied for

Dear Mr. Carson:

The management trainee position you advertised in today's Hamlet Gazette greatly interests me. The Rest Easy Hotels have always served as landmarks for me when I travel, and I would like to contribute to their continued growth. I have enclosed my résumé for your review.

Sell yourself In May, I will be graduating from Large State University with a degree in business. While in school, I developed strong organizational and customer service skills. As a dormitory assistant, I organized events, led meetings, and assisted students. As treasurer of the Business Society, I maintained the budget and presented budget reports. My summer jobs also required extensive interaction with the public. I believe these experiences have prepared me for your management trainee position.

I would appreciate the opportunity to discuss my qualifications more fully in an interview. I can be reached at (545) 555-5555. Thank you for your consideration.

Sincerely,

Request an interview

Place your phone number near the end

John Ryan

Enclosure