

Samples of a Good Cover Letter – Good Cover Letter Example

3456 South Main Street  
Cleveland, Ohio 44123  
216-555-1212

March 1, 2010

Mr. David Simpson  
National City Bank  
East 9th Street  
Cleveland, Ohio 44111

Dear Mr. Simpson,

This correspondence and enclosed resume is in response to your advertisement in the Cleveland Plain Dealer for an Account Manager.

I have attached my resume for your review. I have a very strong background in sales and marketing. My recent position with IBM has allowed me to gain and develop a strong and loyal customer base and I firmly believe I could make a significant and valuable contribution to your company.

One of the strongest attributes I bring to any job is my ability to communicate effectively with a variety of people of varying skill levels as well and my firm comittment to my work.

I would welcome the opportunity of a personal interview to discuss how my background and experience could benefit your company and look forward to hearing from you soon.

Thank you for your time and consideration.

Sincerely,

John Baker

Enclosure