

Samples of a Good Cover Letter – Good Cover Letter Example

3414 Oakdale Avenue  
Cleveland, Ohio 44052  
(216) 555-1234

March 7, 2010

Mr. Jason Miller  
Sarcom Consulting  
9555 Rockside Road, Suite 325  
Valley View, Ohio 44125

Dear Mr. Miller,

This correspondence and enclosed resume is in response to your advertisement for Customer Support Representative.

My experience at the NASA Lewis Research Center's Computer Services Division uniquely qualifies me in many of your key areas. I have been interacting with computer users of widely varying skill and educational levels for over nine years in both business and research environments.

My primary responsibilities at NASA were to solicit and work closely with high-technology computer vendors to utilize the Technology Demonstration Center's facility and staff for product loan and demonstration, support a variety of PCs, and recommend such products to Engineers and Scientists.

Before NASA, I was employed by a small computer consulting firm. My primary responsibilities were to provide application-specific hardware & software solutions and support to small area businesses.

One of the strongest attributes I bring to any job is my ability to communicate effectively at all levels. This skill has allowed me, as a computer instructor, to eliminate the anxiety and intimidation many people experience when using a computer for the first time, or when learning a new program.

I would welcome the forum of a personal interview to discuss how my unique blend of computer and people skills could benefit your company.

Sincerely,

Steve Bell

Enclosure – only use enclosure if you are sending a resume and cover letter via postal mail – not email