

Samples of a Good Cover Letter – Good Cover Letter Example

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

March 7, 2010

Mr. Wayne Davidson
Corporate Sales Micro Center
15400 Pearl Road, Suite 200
Strongsville, Ohio 44136

Dear Mr. Davidson,

This correspondence and enclosed resume is in response to your advertisement for Marketing Representative and Account Manager.

My experience at the IBM's Testing Computer 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 IBM were to solicit and work closely with high-technology computer vendors to utilize their 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 IBM, 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 department.

Sincerely,

Chris Parker

Enclosure