

SAMPLE COVER LETTER

221 Prospect Street
Chattanooga, TN 37421
May 3, 2009

Mr. Jack Smith
Human Resource Manager
Widget Company
486 Ocoee Street
Knoxville, TN 37389

Dear Mr. Smith:

I am responding to your posting for an Associate Manager Trainee, which appeared on the Chattanooga State E-Recruiting website.

Currently, I am completing my Associate Degree in Small Business Management at Chattanooga State Community College. My education has provided me with a broad knowledge of business, sales and human resource skills. In addition, I have worked successfully in a number of part-time positions in the retail industry, including customer service. Widget Company is highly respected in the industry, and I am personally familiar with your Chattanooga company. I would very much like to be a part of your team and believe that my education and experience could contribute to your organization.

The enclosed resume provides further details about my education and work experience. I would welcome the opportunity to discuss the position with you and how I might contribute to the goals of your organization. I will call you next week to see if we can arrange an interview at your convenience. If you need to reach me before then, you may call me at home 423-891-5832. If I am not in, please leave a message and your call will be returned.

Thank you for your time and consideration.

Sincerely,

Martha Allen
Enclosure