

SAMPLE COVER LETTER

Name

Address

Phone

Email

Date

Name of person you're sending the letter to

Company Name

Address

City, State Zip

Dear Ms./Mr. last name of person:

Following, please find my resume for consideration in your search for a (name of position).

As my resume shows, I have experience with scheduling and budgeting software as well as Excel. I am a quick learner and self-starter who is interested in and has experience in many aspects of production. I am a hard worker who would fit well into your fast paced environment, and I believe that I would be an asset to your company.

Thank you for taking the time to review my resume. (You might want to include a sentence about why you are interested in this particular company.) Attached you will find my resume and references for your consideration. Please contact me at (xxx) xxx-xxxx to further discuss my qualifications and the position.

Sincerely,

Your Name