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## Sample Cover Letters

You

1090 Peachtree Lane, #4  
Atlanta, GA 30303  
(404) 555-3030

February 13, 2005

Ms. Judy Sumner  
Atlanta Board of Education  
45 Peachtree Blvd.  
Atlanta, GA 30303

Them

1 empty line between  
each section

Dear Ms. Sumner,

Perhaps I am the "multi-talented teacher" you seek in your "Multi-Talented Teacher" advertisement in today's Atlanta Constitution. I'm a versatile teacher, ready to substitute, if necessary, as early as next week. I have the solid teaching experience you specify as well as the strong computer skills you desire.

I am presently affiliated with a highly regarded private elementary school. Mr. Craig, the headmaster, will certainly give you a good reference. The details of your advertisement suggest to me that the position will involve many of the same responsibilities that I am currently performing.

In addition to the planning, administration, and student-parent counseling duties I highlight in my resume, please note that I have a master's degree as well as a teaching certificate from the state of Georgia.

Knowing how frantic you must be without a fifth grade teacher, I will call you in a few days. Or if you agree upon reviewing my letter and resume that I am the teacher you need, call me at the home number listed above, or at 555-7327 during business hours.

Thanking you most sincerely for your time and consideration.

Sincerely,

Three blanks here so you can sign it

Maria Piazza-Smith

456 Optimistic Road  
Anytown, BC  
(250) 743-6916

February 15, 1993

Mr. I.M. Portant  
Plant Manager  
Big Machines, Inc.  
402 Kane Run Road  
Anytown, BC

Dear Mr. Portant:

I am interest in the "Machine Operator" position that you advertised in the Courier Journal on February 15, 1993.

I have a strong background in mechanics and have worked in mechanics, welding, assembly, and repair. In the 14 years I worked for the Ford Motor Company, I received several awards for perfect attendance, increasing productivity and safety. In addition, I have owned a Big Machine for 15 years, enjoy providing all the maintenance on it myself, and have found it to be a product of excellent quality.

My resume is enclosed, with letters of recommendation to give you additional information about me. I feel that with my background I could be an asset to your company.

I would appreciate meeting with you to talk about this position. I look forward to a personal interview with you at your convenience.

Thank you for your consideration.

Sincerely,

John H. Worker