

Sample cover letter from jobsearchtech.about.com

John Q. Public

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[Date]

Human Resources
XYZ Corporation
P.O. Box 456
Any City, CA 95000-456

Dear Sir or Madam:

JOB CODE 7890

I am interested in your Sr. Technical Course Developer position. I saw the job description in the Forum at <http://jobsearchtech.about.com/mpboards.htm>.

I am an expert Sr. Technical Course Developer with a strong background in electronic equipment, including IBM-compatible PCs and servers similar to those that XYZ Corporation manufactures. I have much experience to offer you, including classroom and lab instruction, course and media development, and training video production. I have successfully held positions ranging from Technical Instructor to Sr. Technical Course Developer. My resume is enclosed.

As a Sr. Technical Course Developer with XYZ Corporation, I would provide high-quality, accurate training courses and supporting materials, including instructor lecture guides and training aids, classroom handouts, video programs, and interactive multimedia presentations. I would also explore and propose alternative training methods to ensure a convenient and cost-effective education for XYZ's target audiences. For work samples, please see my Web résumé at <http://www.myresume.com>.

I would greatly appreciate an interview and hope to hear from you soon. Contact information is in the letterhead, and the best way to reach me is on my cell phone between 8:00 AM and 10:00 PM. Thanks for your time and consideration.

Sincerely,

[Signature]

John Q. Public
Sr. Technical Course Developer

Enclosure: 1