

Experienced Candidate Sample Cover Letter

325 Elm Street
Chicago, IL 60624
March 15, 200__

Mr. Bill White
Turpin and Kelly, Inc.
250 Mulberry Street
New York, NY 10012-4105

Dear Mr. White:

I heard about your company (or used your company's products) and am very impressed with the high quality of your products. I am interested in making a career move, and I understand that you have a management position available.

I would like to work for a company with a good, solid reputation. That is one reason why I selected your company as a prospective employer.

My resume is enclosed for your consideration. As you note, I have had some fine experiences in the area of department supervision and customer service that has given me confidence in working well with people which is an important criteria for success in today's world. I believe these experiences help make me a suitable candidate for your current opening as a Customer Service Manager.

Thank you for taking the time to review my resume. I will call you in approximately one week (or whatever you choose) to make sure you have received my resume and letter. You may contact me at (telephone number). I would be happy to have an interview with you in the very near future.

Thank you for your consideration of my request, and I look forward to talking with you.

Sincerely,

Joe Smith