

COVER LETTER SAMPLE

123 Kawili Street
Hilo, Hawaii 96720
August 1, 2009

Mr. Harrison Ford, Manager
Sears Roebuck & Company
111 E. Puainako Street
Hilo, Hawaii 96720

Dear Mr. Ford,

If you are looking for a hard working and personable employee who will get the job done, please consider me. I believe that my work ethic, job experience and outgoing personality make me a strong candidate for the position of office clerk with Sears Roebuck & Company.

Presently, I am employed on a volunteer basis at the Hilo Medical Center's Accounting Department. Through this experience, I have gained many necessary skills for success on the job. Developing skills such as customer service, cashiering, clerical and employability skills have prepared me for the work force and I believe I have the maturity to make a positive contribution with the Sears team.

I have enclosed a copy of my resume for your review and would be happy to arrange an interview at your earliest convenience. I can be contacted by telephone at (808) 959-1122 or cell (808) 938-2221.

I look forward to meeting with you, thank you for your time and consideration.

Sincerely,

Juan A. Job

Enclosure: Resume