

**INVITED COVER LETTER — No Paid-Work Experience**

Wanda Job  
5555 Lakewood Road  
Somewhere, MN 55555  
(555) 555-5555  
wandajob@fakemail.com

January 6, 20\_\_

Ms. Marilyn Payer  
Housekeeping Manager  
Rodetown Inn  
123 Indiana Drive  
Anytown, MN 55555

Dear Ms. Payer:

Your ad for a Housekeeper in the Jobs Now newspaper on Sunday, January 4, 20\_\_, caught my attention. With over 10 years of housekeeping and home maintenance experience, I believe that I have the necessary skills for the position. My resume is enclosed for your consideration.

Rodetown Inn has an excellent reputation in the community as a quality employer, and my skills perfectly match the requirements. Having been a homeowner for more than five years, I do all of my own maintenance and repair. For the past three years I have been a home care volunteer for the Salvation Army's "Be Friends" program. This includes helping disabled and elderly persons with household chores such as: bed-making, cleaning, vacuuming, dusting, doing laundry, washing walls and windows, mopping, mowing, raking and shoveling. Several patrons have commended me for being extremely reliable, efficient, organized and a good team worker.

This opportunity to apply my skills in a new environment is exciting to me. It would be beneficial for us to meet to discuss the position and my qualifications in greater detail. I will contact you to determine when a convenient interview time might be arranged. Please feel free to contact me in the interim at the number shown above. Thank you for your time. I look forward to talking with you soon.

Sincerely,

Wanda Job  
Enclosure