

JOB MATCH COVER LETTER

Your Name
Address
City, State, Zip Code
Phone Number
Email Address

February 25, 20—

Ms. Jane Smith, Title
Work Incorporated
555 Pine Street
St. Paul, MN 55555

Dear Ms. Smith:

The position of Administrative Assistant listed in the Daily Tribune on February 24, 20—, caught my attention. The skills and qualifications you require closely match my experience in this career field.

- Detail-oriented, experienced Administrative Assistant:
Four years Administrative Assistant experience with responsibility for numerous detailed reports.
- Assist Customer Relations Manager:
Worked with our Customer Relations Manager for two years.
- Corporate experience with major clients:
Regularly served purchasing agents at Fortune 500 companies.
- PC knowledge:
Mastery of the entire Microsoft Office Suite.

Enclosed is my resume for your review and consideration. I believe I am an excellent candidate for this position and look forward to meeting with you to discuss it in greater detail. I will call you to determine when an interview might be possible. Thank you.

Sincerely,

(Signature)
Typed Name
Enclosure