

SAMPLE COVER LETTER

Full Block Letter Format

Your Contact Information

239 Arch Street
Philadelphia, PA 19106
215-555-3524

Company Information

May 29, 2003

Professional Greeting

Robert Morris
Human Resource Manager
Five Point Star Financial Group
1776 Market Street
Philadelphia, PA 19103

First Paragraph:

State purpose, position title and source of job lead.

Dear Mr. Morris:

I am interested in applying for the Loan Officer position you recently advertised on the Community College of Philadelphia Career Services Center website. Gaining this opportunity seems to fit well with my current career interest, education and experiences.

Second Paragraph:

Indicate why you are interested. Explain how background makes you qualified. Point out specific achievements; and briefly discuss employment experiences.

I recently received my Associate in Applied Science in Finance and Business Management from Community College of Philadelphia. My education has provided me with a broad knowledge of financial accounting, business law, and banking. In addition, I have worked successfully in a variety of part-time positions in customer service, banking, and retail management. Based on my education and experiences, I am confident that I can function as a detail oriented, efficient and organized Loan Officer.

I would very much like to be a part of your team. The enclosed resume provides further details about my education and experience. I welcome the opportunity to discuss my qualifications for the position. Please contact me at 215-555-3524.

Third Paragraph:

Refer reader to resume. Express desire for a personal interview. Repeat phone number.

Sincerely,

Elizabeth G. Ross (sign with pen)

Closing

Elizabeth G. Ross

Enclosure:

Signifies the enclosed resume.

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