

Sample Cover Letter #2

Dear Mr./Ms. <Last Name>:

I am interested in the <title> position advertised in <source of ad>. I am currently employed as a <role/position> at XXXX company. My experience at XXXX has afforded me the opportunity to gain the knowledge and experience necessary for the position you are seeking to fill.

In my position as <role/position> for XXX, I <provide a brief description of the skills and background of your pertinent role>.

I believe my experience and my background skills qualify me for consideration. If you would like, I can provide you with current samples of my work.

To provide further details of my background and work history, I am enclosing my resume.

I hope you will consider me for this open position. I feel that my experience would be a great asset to your company. I look forward to possibly meeting with you and discussing my qualifications.

Sincerely,

Signature

<FirstName, LastName>