

Sample “Targeted” Cover Letter I

CHRIS CANDIDATE

2020 Acme Avenue
Anytown, Ohio 44xxx

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myemail@sbcglobal.net

April 1, 2007

Ms. Jane Doe
Managing Director
Acme, Acme & Acme, LLP
XXXX Main Drive
City, OH 44xxx

Dear Ms. Doe:

Next month I will be graduating with honors from Lorain County Community College with an Associate of Applied Business degree in Accounting. I believe that my education and relevant work experience have prepared me for an entry level position with Acme, Acme, & Acme, LLP.

In researching potential employers, I have been impressed with Acme, Acme, & Acme, LLP’s leadership in the industry for providing a quality product and excellent client service. As a bookkeeper at Widget World I was consistently recognized for the high level quality of work that I produced. In my recent internship with Ajax Insurance I became skilled at resolving customer complaints.

I am excited about the opportunity to meet with you to further discuss my qualifications and employment opportunities with Acme, Acme, & Acme, LLP. I will contact your office next week to determine a convenient appointment time. Thank your for your time and consideration.

Sincerely,

Chris Candidate

Enclosure