

## **Sample “Experienced” Cover Letter**

### **EDWARD EXTRAORDINARE**

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March 30, 2007

James Doe, Executive Director  
National Widget Museum  
55 Main Street  
Anytown, OH 44xxx

Dear Mr. Doe:

I am extremely interested in applying my knowledge and experience to the Outreach Assistant position I recently read about on the Widget Museum web site. My education at My State University, and previous work experience have prepared me well to excel in this position.

Please note that my resume exhibits my experience and accomplishments relating to the duties of this position. Having worked for the City of Acme Parks Department as an administrative assistant, I gained a wide variety of administrative skills. These included maintaining written and oral communication with community members and agency staff, responding to public inquiries, operating Windows XP to write and edit material, and organizing and facilitating group meetings.

In addition, I have three years of volunteer experience as a docent, which has given me the ability to respond quickly to challenging situations, gain exceptional customer service skills, and act in a leadership role as a trainer for less experienced volunteers. I am eager to bring to your organization the benefit of my experience and achievements.

I would greatly appreciate the opportunity to discuss more specifically how I might apply my background to meet your organization's needs. I will contact you next week to arrange a convenient time to meet. Thank you for your consideration. I look forward to speaking with you soon.

Sincerely,

Edward Extraordinaire

Enclosure