

Sample “T- style” Cover Letter

MARVIN MAHVELOUS

555 My Street
Anytown, OH 44xxx
440 555-1212 home
440 555-3030 cell
mmahvelous@myemail.com

April 2, 2007

Mr. Big Boss – Director of Operations
World of Widgets
555 Widget Way
Mytown, OH 44xxx

Dear Mr. Boss:

I am very interested in the position of Administrative Assistant listed in the Acme Journal on April 1, 2007. As my enclosed resume demonstrates, the skills and qualifications that you seek closely match my experience and education:

YOUR NEEDS

5 years combined customer service and administrative support experience

Detail Oriented

Strong customer focus

Associate’s Degree

PC proficient

MY QUALIFICATIONS

- 3 years sales associate in a retail environment
- 3 years administrative support experience
- Coordinated logistics for annual trade show
- Managed schedules for three department managers
- Completed high volume of sales transactions with 99.5% accuracy
- Consistently merited outstanding “secret shopper” scores
- Adept at investigating and resolving customer complaints
- Associate of Applied Business – Business Administration
- Proficient in MS Word, Power Point, Access, Excel

I would appreciate the opportunity to discuss my experience and qualifications in greater detail. I will contact you next week to determine a time that would be convenient for us to meet.

Sincerely,

Marvin Mahvelous

Enclosure