

Sample Cover Letter

1 Privet Avenue
Olympia, WA 98461

September 23, 2007

Mr. John Q. Citizen
President
Citizen Corporation
1500 E. Private Entity Drive
Seattle, WA 98464

Dear Mr. Citizen:

I am responding to your advertisement for a Human Resources Management Trainee which appeared in the August issue of *The Seattle Sentinel*.

I recently completed my Associate of Applied Science Degree in Human Resources at Yavapai College in Clarkdale, Arizona. My education has provided me with a broad knowledge of human resource issues and problem-solving techniques. Last summer, I completed an internship with Benson Manufacturing in Benson, Washington. While working at Benson, I co-authored an article with Peter Benson, Jr., son of the firm's owner, titled, "Performance of Part-time Manufacturing Workers". This was published in the June issue of *Manufacturing Monthly Magazine*. As you can see from my enclosed resume, I have additional skills and experiences that will be an asset to your organization.

I would very much like to be a part of your team and am impressed with the recent success and growth of Citizen Corporation. I will be visiting Seattle from October 1st to the 15th. I will contact you next week to see if we can arrange a time to meet at your convenience. If you would like to contact me before then, I can be reached at my home at (390)555-1245. I look forward to meeting you soon. Thank you for your time and kind consideration.

Sincerely,

Kevyn Keeley

Enclosure