

THIS IS COVER LETTER JOE CONNOR WROTE FOR AM. THIS COVER LETTER RESULTED IN INTERVIEWS FOR CLIENT, AM. SHE WAS HIRED WITHIN 30 DAYS OF USING JOE'S RESUME AND COVER LETTER.

A M

City, State, Zip ~ XYZ-XYZ-XYZ ~ email@clientaddress.com

Date

Hiring Agent Name
Title
Company Name
Address
City/State/Zip Code

Dear _____:

I am currently seeking a challenging career opportunity in a **(INSERT ACTUAL TITLE OF TARGET POSITION)** capacity and am submitting my resume for your review. In advance, thank you for your time and consideration.

As demonstrated in the accompanying resume, my professional qualifications include a proven track record of being consistently promoted to positions of additional responsibility for exceeding performance expectations. I am a Bilingual (English and Spanish) Administrative and Human Resource leader with solid, hands-on experience. Additionally, I am experienced managing projects and working with others, including to evaluate programs as well as develop budgets, training programs and policies and procedures. I possess a strong background across Occupational Health and Safety as well as Ergonomics, and am an analytical thinker and problem solver with strong written and verbal communication skills.

As your employee, you will find me to be a team player committed to exceeding your job performance expectations. I have no doubt that I would be a valuable asset to your operations, and look forward to interviewing with you in the near future.

Sincerely,

Client Name
XYZ-XYZ-XYZ