

Sample Cover Letter

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May 1, 2019

Mr. Alan West, Administrator
Pleasant Valley Community College
500001 South Pleasant Street
Anywhere, IL 12345

Dear Mr. West:

I am submitting my résumé for the Admissions Clerk position. I came across your job posting in the newspaper and was immediately interested in the position. I believe that I could provide a valuable service for Pleasant Valley Community College and that my abilities would suit the role you need filled perfectly.

I am a particularly strong candidate for this role because of my knowledge and experience in the industry. With my abilities, I can perform core tasks of this job well. I am an efficient, enthusiastic, and honest person with good analyzing and organizational skills. In addition, I have very good communication and computer skills. I am proficient in Microsoft Office as well as keyboarding. Please refer to my attached résumé for more details of my qualifications.

I would love the opportunity to interview with your company and explain my capabilities in more detail. Thank you very much for your time and consideration.

Sincerely,

Signature (in ink)

Your Name

enclosure