

Sample Cover Letter

Glen M. Doherty
645 Franklin Square
Hamilton, NJ 08690

April 8, 2005

Patrick Barnett
Director of Operations
RH Company Inc.
1400 Prospect Blvd.
Ewing, NJ 08660

Dear Mr. Barnett:

As assistant manager of customer service at a local supermarket, I have developed techniques for selling that I believe will interest you. That is why I am writing in response to your ad in the Trenton Times for a customer service manager. At a time when the economy is so unstable, I am sure RH Company would benefit from my background and experience.

I indicated on the enclosed resume that I will graduate with a GPA of 3.7 in Marketing and am anxious to put my knowledge and skills to work. In my present employment, I have gone about as far as I can go and am looking for a position with increased responsibility. Since an expansion in sales is what you need, I have a proven track record with boosting sales by 40 percent in one year. Also, I have other revenue generating ideas that I would like to discuss with you. I paid for my college education while working part time. I am not afraid of hard work to get a job done.

I will call you during the week of April 14 to learn when a meeting can be arranged. Should you want to talk to me before that, I can be reached at 609-587-2094.

Sincerely,

Glen Doherty

Enclosure