

## Cover Letter Sample

930 Long Ave  
Richland, WA 99352  
March 9, 2005

Mr. Jason Koufax, Manager  
Cambridge Travel Networks  
12345 Main street  
Bellevue, WA 12345

Dear Mr. Koufax:

I have heard recently from my Computer Applications teacher, Mrs. Richardson, that you are looking for a part-time office assistant. I believe I am qualified for this position and would like to be considered an applicant.

As you can see on my enclosed resume, I have experience with keyboarding/information processing. I believe these skills would be useful for this position. In my Computer Applications class I have learned many formatting skills that would be beneficial to this position. I have learned how to format report, business letters, flyers, tables and many other documents.

I would welcome an opportunity to discuss my qualifications with you. You can reach me at 946-1234 after 3 p.m. I look forward to hearing from you.

Sincerely,

Chris Crispy

Enclosure