

## Sample Cover Letter for Employment

Jane Doe  
200 West First St.  
Sanford, NC 27330  
Phone: (919)856-9853 Email: [jdoe@aol.com](mailto:jdoe@aol.com)

May 28<sup>th</sup>, 2015

Sally Jenkins  
ABC Company  
123 Main St.  
Sanford, NC 27330

Dear Ms. Jenkins,

I am writing to inquire about possible openings at ABC Company for an administrative assistant. I am interested in the senior level position offering the opportunity for office management.

As a professional administrative assistant with excellent clerical skills, I am eager to contribute my abilities and experience to ABC Company. Given my extensive training and background, I believe I can help ABC Company meet its goal of providing only the most accurate and timely information to its clients.

Please find enclosed my resume and a list of my references. Feel free to call me at (919)856-9853 or via email at [jdoe@aol.com](mailto:jdoe@aol.com) to arrange a time to meet to further assess my credentials.

Sincerely,  
Jane Doe

Enclosures: Application for Employment  
Resume