

Sample Cover Letter for an Advertised Position

Jonathan Reeves

5400 Ramsey Street ♦ Fayetteville, NC 28311
student@methodist.edu ♦ (910) 123-4567

May 1, 20XX

Mr. James Monroe
Human Resource Manager
Miami-Dade Convention & Visitors Bureau
205 West Main Street, Suite 206
Miami, FL 33010

Dear Mr. Monroe:

I am writing in response to your advertisement for an entry level management position in public relations. I will be graduating from Methodist University in December with a degree in Business Administration. I also have minors in Marketing and Spanish. I work well as part of a team and independently.

As a student at Methodist, I worked for the student newspaper "Small Talk". I have excellent verbal and communications skills, and excellent attention to detail and quality. I conducted interviews and wrote articles for publication. I also assisted with the organization and publication of the yearbook.

As an intern for the Fayetteville Convention & Visitors Bureau, I helped write newsletters and advertisements. I'm fluent in Spanish, and responded to requests for information received from the Hispanic community. I'm sure that my education and background make me an ideal candidate for your organization.

I appreciated your time and consideration. I can be reached at student@methodist.edu or by phone at (910) 123-4567 if you have any questions.

Sincerely,

Jonathan Reeves

Jonathan Reeves

Enclosure