

John Doe

202 Oak Ridge Lane
Indianapolis, Indiana 47804
(888) 555-1234

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[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

My six years of experience with Keller and Keller has prepared me for the job you've advertised for in the Indianapolis Star for the administrative assistant position with an emphasis in upper management skills.

I'm aware of the responsibility and opportunities available to qualified administrative candidates who have computer skills, the ability to manage large files, and a willingness to work alongside CEO's, providing them with office and organizational skills. I'd like to be one of those you select to work for Keller and Keller advertising Inc. I'm ready for a new challenge. I am available to begin work immediately.

May I meet you in person to talk more about this job requirement for Keller and Keller and to expand on my background? I'm available at your convenience any weekday. Please phone me at (888) 555-1234 to arrange a get-together that works for your schedule. Thank you for considering my cover letter.

Sincerely,

John Doe

Enclosure: