Robert Fictional

3333 Imaginary Rd. Empty Township, MI 48888

Home (555) 555-5555 / Cell (555) 777-7777

example@example.com

September 10, 2016

Mr. John Smith **(Contact’s name – if name not available, use Human Resources Director)**Hiring Manager **(Contact’s title or position)**Notreal Electronics **(Company’s name)**555 Some Road **(Company’s mailing address)**Some City, Michigan 48555

Dear Mr. Smith, (**Dear Mr./Ms. or if name not available, Dear Sir or Madam)**

**First Paragraph: Tell them who you are and the position for which you are applying. Explain where you saw the position or how you found out about it. Tell them you believe/know/feel that you are a good fit for the position**

My name is Robert Fictional and I am writing you this letter to express my interest in applying for the Assistant Manager position with Notreal Electronics. I learned about this position through the Office of Career Services at Henry Ford Community College. Based on my qualifications and your needs I believe I am a good fit for this position.

**Second Paragraph: Tell them why you are the best person for this position. Match your skills and abilities with what they have stated in the job description that they are looking for. Tell them about your abilities, experiences, qualifications, skills, and how you can add value to the organization. Give three to four examples of how you fit the job requirements. Then give one example of how you would fit in with the company culture or how your values match the company’s**

In your job description for the Assistant Manager position you state that you are looking for someone that has experience with customer service and strong organizational skills. In my previous position as a clerk at ABC Dollar Store I had to deal with customers on a daily basis and I had to organize and schedule deliveries from vendors regularly. You also state you are looking for someone that has computer skills. I have used computers in both school and in the workplace and am very familiar with most software programs that Notreal Electronics would use and would like to bring these skills to work for you. Additionally, I know that you are looking for someone that can help you improve your regional sales numbers. I have helped increase sales by 38% in my current position over the last 2 years. Clearly your needs and my abilities would be a good match. After reviewing your company mission statement and core values I know that you also value someone that is goal oriented and driven. I have held down a full time job while completing my education at HFC and I always follow through with all of my commitments. I think that I would do well in the Assistant Manager position with Notreal Electronics

**Third Paragraph: Thank them for reading your cover letter and resume. Tell them you want an opportunity to interview for the position. Provide your contact information.**

Thank you for taking the time to review my cover letter and resume. I would greatly appreciate the opportunity to discuss my qualifications with you in more detail. I can be reached at 555-555-5555 or example @example.com. I look forward to your call.

Sincerely

Robert Fictional

Enclosure: Resume