

Sample of a Cover Letter

From: Nancy Burrows
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July 10, 2000

To: Betsy Howe
General Manager
Maxwell Farm & Garden Supply
2324 Kerswell Place
Victoria, BC
V8V 8V8

Dear Ms. Howe:

I am writing to apply for the position of Receptionist as advertised in the March 1, 2000 issue of *Victoria Times*. I believe that my experience as a receptionist and office assistant with farm supply companies would be an asset to your company.

When reviewing your company website, I learned that Maxwell is a company I would feel very capable working for. My past work experience has taught me how to work pleasantly and efficiently with people, even when working under pressure. I work well in team environments and can juggle many tasks at once. My word processing abilities are quick and accurate.

In addition to secretarial training, I have taken a variety of night school courses in switchboard operation, Windows 2000, Word and Excel spreadsheets. I also have Level 2 First Aid which has proven an asset in industrial settings.

I am very interested in becoming a receptionist for your company and would like to meet with you at your convenience to discuss this opportunity.

Yours truly,

Nancy Burrows