

JANE K. SAMPLE

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(Date)

(Name of Hiring Manager, Title)

(Name of Company)

(Address)

(City, State Zip)

Dear (Mr. or Ms.)(Last Name):

Delivering top-level service is my specialty and I thrive in a diverse and fast-paced management environment. Please consider me for the position of (name of position) as advertised in the (newspaper, website etc.). Throughout my career I have accrued a multitude of skills including client relations, management operations and creative problem solving. I am confident that my application of these and my many other qualifications would be an asset to your company.

As the owner of my own property management company I have demonstrated a tremendous ability to support and maintain numerous business objectives. I am seeking new professional challenges and am eager to put my acquired knowledge towards the growth and development of your organization. I work diligently to provide excellence in all my professional endeavors and have earned a reputation for my integrity, initiative and results-driven work ethic.

I believe that my expertise would be a good match for (name of company). I would greatly appreciate the opportunity to meet with you to further discuss my qualifications. I have enclosed my resume, which further details my professional achievements. I look forward to speaking with you to discuss my interest in working for your company and the fresh approach I would bring to the position. I appreciate your consideration and thank you for your time.

Sincerely,

Jane K. Sample

Enclosure: Resume