

# COVER LETTER SAMPLE A

March 22, 2010

Mr. John Smith  
County of Anywhere  
Human Resources  
123 Court Street  
Big City, USA 99999

Dear Mr. Smith:

In response to your county's advertisement regarding the social work practitioner position, I am enclosing a resume for your review. In May of this year I will have completed my Masters degree in Social Work (MSW). Upon graduation, I would enjoy returning to your County to work with your team. I spent many of my childhood years in the area and I feel connected to the area and the population.

I have extensive knowledge of human development and I have experience working with children and families. I have worked collaboratively with primary caregivers, school professionals, health care professionals, and other counselors to create service plans, increase family communication, and promote safety for children.

My current internship is with Small County Behavioral Health. This county position has provided a clinical setting to perform individual, family, and group counseling. I am confident my knowledge of family systems, the DSM-IV mental health diagnoses, and my understanding of state and local laws and regulations would make me an excellent addition to your team.

Thank you for your time and consideration.

Sincerely,

Mary Jones  
Enclosure: resume

# COVER LETTER SAMPLE B

September 27, 2010

Susie Jones  
1122 Main St  
Anyplace, USA 12345

Dear Ms. Jones:

The World Review Newspaper is currently running your ad for a Junior Accountant to service a small accounting department. You will find my background and experience directly applicable to your accounting needs and I have enclosed my resume for your review.

Over the years, I have developed and completed three (3) internships in accounting departments in your area. In the last internship, I developed an efficient accounting information system for a small manufacturer. In order to develop this system, I performed a cost analysis and constructed a budget using an IBM Mainframe and Macintosh Personal Computer. In my first internship, I performed all aspects of a major audit under extremely short deadlines. Basic accounting principles come easy to me and I am extremely accurate in all my transactions.

Please contact me at the address and phone number below. I look forward to hearing from you. I am geographically mobile and am willing to begin employment immediately. Thank you for your consideration.

Sincerely,

Melinda Phillips  
1123 ABC Street  
Somewhere, USA 23456  
(555) 555-1212