

COVER LETTER SAMPLE

260 Colony Manor Drive
Rochester, NY 14623
January 2, 2011

Ms. Cynthia S. Edmonds
Director, Human Resources
Norton Manufacturing Company
1400 Simmons Street
Norfolk, VA 23510

Dear Ms. Edmonds:

I am a student at the National Technical Institute for the Deaf, one of the colleges at Rochester Institute of Technology. I am majoring in Administrative Support Technology and am pursuing an associate degree which I expect to receive in May of next year. I am seeking a 10-week summer cooperative work experience. My classes end in late May and I am available to begin work in early June.

I am looking for a position that will offer the opportunity to provide assistance as an office assistant. My college courses have provided me with basic knowledge of spreadsheet, database, word processing, and electronic messaging concepts. My enclosed resume indicates procedures and software with which I am familiar. I have had some work experience as an office clerk for Marriott Food Services, and as an office assistant with Hyatt Legal Services, where I performed bookkeeping duties, verified invoices, and processed checks and mail. Additionally, I am a hardworking, personable, flexible person who would like very much to work for Norton Manufacturing, and support your growing business.

I will contact you soon to schedule a meeting with you. If you have any questions, please e-mail me at jrs345@rit.edu. You may also contact my Employment Advisor, Dawn Lucas, at (585) 475-7654 or delnce@rit.edu.

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

John R. Smith