

COVER LETTER EXAMPLE 1

Joe Smith
5555 Lakewood Road
Somewhere, CA 55555
Joe@gmail.com

March 1, 2019

TECH Services
ATTN: Human Resources Manager

Dear Sir or Madam:

I am responding to your advertisement on Monster.com, for the General Laborer position. As you will see from my attached resume, I have extensive experience in performing general construction duties, moving freight and cargo, and using various hand tools.

By hiring me you would be eligible for a variety of tax incentive programs provided by state and federal governments. Also, I am bondable by the federal government once an employment offer is made and a start date is set. The bond is given to the employer free of charge. The bond insures you against any type of loss, up to 15 thousand dollars. I have the appropriate forms and contacts to access these incentive programs.

As I am eager to work and willing to apply myself to any shift or task, I would appreciate your consideration. I look forward to helping your organization succeed through my hard work and dedication.

Thank you,

Joe Smith

Enclosure Resume

COVER LETTER EXAMPLE 2

Bryan Smith

55 Chicago Road
Chicago, IL 55555
(555) 555-5555
Bryan@gmail.com

January 11, 2019

Rich George
KMI Inc.
5155 Main Street, Pekin, IL 55555

Dear Mr. George,

Perhaps you are looking for a warehouse laborer with strong experience in shipping and receiving, the ability to use a forklift, and an understanding of packaging roles?

In review of the attached resume you will find that I am highly capable of performing warehouse roles and their associated functions. Over the last 15 years, I have acquired skills in many facets of working in a warehouse including shipping and receiving, building skids and crates for custom orders, safe operation of pneumatic and hand tools, and OSHA- certified forklift operation. I possess solid experience working alone, as well as being part of a team, to ensure that the required tasks are completed in a timely fashion.

I am a reliable and motivated professional with a demonstrated ability to quickly learn new technical skills, resolve problems and improve processes that have attributed to a successful and efficient work environment. I am confident that you will be pleased with the skills and experience portrayed in the accompanying resume. I will call your office in a few days to inquire about the possibility of a meeting.

Thank you in advance for your time and consideration.

Respectfully,

Bryan Crawford

COVER LETTER EXAMPLE 3

JOHN SMITH

2222 Going Places Drive

Napa, CA 94558

(707) 555-5555

something@gmail.com

January 2, 2019

Main Street Grille

1234 Main St.

Napa, CA 94558

Dear Ms. Foster,

Please accept this letter and enclosed resume as my submission for the Cook position you have advertised in the Napa Valley Register.

As my resume indicates, I recently completed a course in Employment Readiness to prepare me for entering the workforce. I have developed numerous life skills such as organization, task management, prioritizing, and dedication to offer any job I am given. I have the ability to work with all kinds of people, and I will bring a positive attitude to the team.

I look forward to connecting with you in the near future to talk about the possibility of an interview. Should you have any questions in the time being, you may reach me via phone (707-555-5555) or via email (something@gmail.com).

Thank you for your time and consideration.

Sincerely,

John Smith