

Cover Letter Sample #1

John Smith
2375 Apple Wood Drive
Merced, CA 95340

Mr. Matthew Hart
Manager
Wells Fargo, Merced
5200 Sherman Road
Merced, CA 95340

March 28, 2012

Dear Mr. Hart,

I discovered a recent job opportunity through the University of California, Merced's Career Center website, and would like to express my interest for the bank teller position at Wells Fargo. As a third year management major, with three years of dedication to the Business Club as Vice President of Community Outreach, I can assure you that my skills and experiences will help improve your business sales and customer loyalty.

My main interest in being a part of Wells Fargo stems from your company's impressive reputation. The prestige of the firm is best captured through your company's value in building strong relationships with their customers. I can relate to Wells Fargo's value with my personal experience of trying to create new partnerships with local businesses to help improve the Business Club's connection network for events, workshops, and campus guest speakers. With hard work, determination, and persistence, I was able to solidify 10 new businesses for next year's events. I believe that with my passion for business and motivation to improve any type of numbers, I can be a valuable asset to your branch.

Thank you for taking the time to consider me as a prospective bank teller for Wells Fargo. I welcome the opportunity for an interview on a time and day that works best for you. If you have any questions regarding my academic or business accomplishments, please feel free to call or email me at any time.

Sincerely,

John Smith

(222) 475 – 5678 jsmith24@ucmerced.edu

Cover Letter Sample #2

Bryan Carter 123 7th St.
Los Angeles, CA 90001

Ms. Barbara Smith
Head of Operations Management
Personal Development
NSF Fabricators Corporations
125 8th St. Los Angeles, CA 90001

21st February 2013

Dear Ms. Smith,

I am writing in response to your advertisement for the Manufacturing Manager position at Foster Farms. I discovered this position when I was reading an advertisement on your company's website.

I am very interested in the position and as you will see from my resume, I have had an extensive amount of experience in the manufacturing business. Having held my previous job title as Senior Management for five years, I can assure you that I am familiar with the necessary requirements for this line of work. I am an energetic individual who is committed to working well individually as well with collaborative teams for the success of this department. I am confident that I have the skills and attributes that you are seeking for this position.

I would be very interested for the opportunity to arrange a meeting time at your convenience. Please feel free to contact me if you have any further questions. Thank you for your consideration.

Best Regards,

Bryan Carter

(323) 661-4321
gcarter@yahoo.com