

SAMPLE COVER LETTER FOR WANT AD

Any Student
0000 Plain Street
Rhineland, WI 54501
715-300-0000
student@newzenorth.net

September 2, 2006

Ms. Jane Person
Personnel Director
Royal Business Services
200 Clermont Street
Rhineland, WI 54501

Dear Ms. Person:

I learned of an opening in your sales department through an ad in the Rhineland Daily News. Please accept this letter and resume as my application for this position.

In May of 2005, I will graduate from Nicolet College with an Associate Degree in Marketing. In the spring of 2004, I completed a Marketing Internship with Hodag Business Services Corporation, which provided me valuable hands-on work experience and education towards my goal of working in the marketing/sales field. During my schooling at Nicolet College, I learned skills in developing promotional and marketing plans as well as skills in the direct sales area.

The enclosed resume provides details of my academic and work experience. I have extensive skills in a variety of computer programs and excellent communication skills. Based on my job experience and educational qualifications, I am confident I can make an immediate contribution in your sales department.

I am excited about the possibility of working for your company. I would appreciate an opportunity to meet with you to further discuss my skills and qualifications. You may reach me at 715-300-0000. Thank you for your time and consideration.

Sincerely,

(Don't forget to sign here)

Any Student

Enclosure: Resume