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SAMPLE COVER LETTER #1

March 27, 2019

David Lowrey
Manager
Milanos Restaurant
777 Franklin-Trenton Rd.
Middletown, OH 45005

Dear Mr. Lowrey,

I recently saw your ad in the Middletown newspaper. I would like to apply for the position of Hostess at your restaurant. My friend, Mandy Johnson, works as a Hostess at your restaurant and she recommended that I apply for the job. She mentioned what a great place it is to work.

After three years of working in the restaurant industry as a waitress and a cashier, I have a proven track record as a capable employee. I enjoy working with the public in a service capacity. My experience as a waitress would be an asset to the Milanos restaurant.

My enclosed resume will give you more information on my work experience. I would welcome the opportunity for an interview. I look forward to hearing from you soon.

Sincerely,

Jane Doe

Enclosure



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SAMPLE COVER LETTER #2

February 5, 2018

Mr. Mark George
General Manager
ABC Company
55 Main St.
Sometown, OH 55555

Dear Mr. George:

I am writing to apply for the auto mechanic position advertised on Monster. I am confident my auto repair and maintenance skills would be valuable to your state-of-the-art shop in Sometown.

A dependable and technically skilled auto mechanic, I offer well-rounded diagnostic and repair expertise and a reputation for quality, honesty and integrity. I recently relocated from Arkansas to Wyoming, and have been searching for a mechanic position with a reputable, full-service shop. I am very excited about the prospect of joining your team.

As an auto mechanic for my former employer (XYZ Company), I handled maintenance and repairs on automobiles and trucks spanning virtually all makes and models. I performed diagnostics, maintenance and repairs on engines, brakes, steering/suspension systems, powertrains, fuel injectors, transmissions, exhaust systems and electrical systems—delivering prompt, thorough and high-quality work on each and every job.

At XYZ, I was known for my mechanical knowledge, diagnostic skills and high productivity level. My commitment to building loyal customer relationships and delivering superior service was repeatedly commended, and my efforts were cited as instrumental to XYZ's year-over-year revenue increases.

I am confident my mechanical skills would benefit your customers, team members and bottom line if I am selected for this position. You can call me at (555) 555-5555 or email bd@somedomain.com to set up a meeting. I hope to hear from you soon.

Sincerely,

Brenda Doyle
Resume Enclosed