

SAMPLE COVER LETTER
Full Block Letter Format

Your Contact Information	239 Arch Street Philadelphia, PA 19106 215-555-3524
Company Information	May 29, 2003
Professional Greeting	Robert Morris Human Resource Manager Five Point Star Financial Group 1776 Market Street Philadelphia, PA 19103
First Paragraph: State purpose, position title and source of job lead.	Dear Mr. Morris:
Second Paragraph: Indicate why you are interested. Explain how background makes you qualified. Point out specific achievements; and briefly discuss employment experiences.	I am interested in applying for the Loan Officer position you recently advertised on the Community College of Philadelphia Career Services Center website. Gaining this opportunity seems to fit well with my current career interest, education and experiences. I recently received my Associate in Applied Science in Finance and Business Management from Community College of Philadelphia. My education has provided me with a broad knowledge of financial accounting, business law, and banking. In addition, I have worked successfully in a variety of part-time positions in customer service, banking, and retail management. Based on my education and experiences, I am confident that I can function as a detail oriented, efficient and organized Loan Officer.
Third Paragraph: Refer reader to resume. Express desire for a personal interview. Repeat phone number.	I would very much like to be a part of your team. The enclosed resume provides further details about my education and experience. I welcome the opportunity to discuss my qualifications for the position. Please contact me at 215-555-3524.
Closing	Sincerely, Elizabeth G. Ross (sign with pen)
Enclosure: Signifies the enclosed resume.	Elizabeth G. Ross enc.