

example of cover letter  
ACE  
Job Development

2842 Carter Lane  
Livermore, CA 94550-1230  
March 24, 2009

Mr. Dixon Jones  
Personnel Manager  
Powell Incorporated  
2929 Dixon Court  
Fremont, CA 45639-2509

Dear Mr. Jones:

Please consider me as an applicant for the position of inventory clerk, which you advertised in the Livermore Herald, March 22, 2009.

In my current work as a clerk for Central Drug Store, one of my major responsibilities is maintaining a satisfactory inventory for all non-drug items. This part of my job requires sound mathematical calculations, attention to detail, and good organization. I feel these skills would be put to good use in the position you have open.

Enclosed is my resume. I would appreciate a personal interview to discuss my qualifications. You may contact me at (970) 334-9787. Thank you.

Sincerely,

Robert Harms

Enclosure