

Cover Letter

By [Alison Doyle](#), About.com Guide

Definition: What is a cover letter? A cover letter is a document sent with your resume to provide additional information on your skills and experience.

A cover letter typically provides detailed information on why you are qualified for the job you are applying for. Effective cover letters explain the reasons for your interest in the specific organization and identify your most relevant skills or experiences.

SAMPLE COVER LETTER

First Name Last Name

Address

City, State, Zip Code

Phone Number

Cell Phone Number

Email

Employer Contact Information

Name

Title

Company

Address

City, State, Zip Code

Date

Dear Hiring Manager,

I am interested in the part-time position at Sarasota Saddlery advertised in The Sarasotian. I have equine experience as I have been around horses for over nine years. Not only have I shown and ridden horses, but I have also had extensive experience assisting in a barn. Through working with horses, I have acquired a thorough knowledge of horses, tack, and equine apparel for both horse and rider.

While I have equine experience, I also have excellent communication skills and an aptitude for customer service. My past experience as a volunteer at Sarasota Hospital made it necessary for me to focus on providing quality customer service, and also enabled me to work with all types of people. I believe that my communication skills, partnered with my equine knowledge, would make me an asset to your company.

Thank you for your consideration. I can be reached at 111-111-1111 or 222-222-2222. I look forward to hearing from you soon.

Sincerely,

Your Signature

Your Typed Name