

SAMPLE COVER LETTER

1347 Regata Drive
Georgetown, RI 02931

May 15, 20XX

Ms. Beverly Johnson
Supervisor
Cortland Pharmacy
233 Jones Street
Georgetown, RI 02931

Dear Ms. Johnson:

In response to your recent advertisement in the *Ledger*, I am applying for the position of weekend clerk. I have included my resume to provide you with information about my skills in working with people.

Experiences that have prepared me for this position include my present job at Flagman's Sporting Goods, where I have worked as a cashier for one year providing customer assistance and pleasant service. I also volunteer at the community hospital, so I am familiar with pharmaceutical names.

I am interested in a future career in medicine. Working at Cortland Pharmacy would offer me the chance to build knowledge in the field. My strong interest in medicine would also benefit your store.

I will contact you early next week to discuss a good time for us to meet. If you have any questions, I can be reached at (401) 555-5656. Thank you for your time, and I look forward to speaking with you.

Sincerely,

Jason Washington

Jason Washington

YOUR COVER LETTER

Your address

Your city, state, ZIP

Date

Name

Title

Address

City, state, ZIP code

Dear _____,

I am applying for _____

Experiences that have prepared me for this job include _____

I will contact you _____

Sincerely,

Signature

Your name