

**SAMPLE COVER LETTER**

(This is where you put your name, address, phone and date)

**Maria Jane Gamble  
5009 E. Elsie St.  
Spokane, WA 99206  
509-555-3465  
October 20, 2003**

**Ms. Nadine Cress  
Creative Resources, Inc.  
1845 S. Main St.  
Spokane, WA 99221**

(The person to whom the letter  
is addressed)

**Dear Ms. Cress:**

(This is the salutation)

**I would like to apply for the position of file clerk that was advertised at  
Worksource. My clerical skills are definitely suited for this position.**

(This is the beginning paragraph)

**In high school I took several business courses, including typing, office  
procedures, and bookkeeping. This past year I earned a certificate in  
records management from the Community Colleges of Spokane.**

(This is the middle paragraph)

**I would greatly appreciate having an interview with you so that I can  
tell you how I can contribute to achieving the goals of Creative  
Resources, Inc. You can reach me at 509-555-3465, between 8:00 a.m.  
and 5:00 p.m.**

(This is the closing paragraph)

Sincerely,

(This is the Complimentary Closing)  
(This is your hand-written signature)

Mary Jane Gamble  
Enclosures

(This is your typed signature)  
(This is to let the company know that  
your Resume and Application are  
enclosed.)