

Sample Cover Letter

To: The Human Resource Manager

Dear Sir or Madam:

Focusing the issue at hand is my specialty. A professional, fast paced, structures and team oriented environment is the setting I thrive in. If you are looking for someone who is flexible, professional, creative, and a great team member in your organization, I am confident that I fit your requirement.

If you are seeking a supervisor/manager who stays abreast of his field, who understands the challenges, who earns 100% staff support, and who is as career-committed as it takes to achieve total success, then please consider what I have to offer. I would be happy to have a preliminary discussion with you or members of your committee to see if we can establish a mutual interest.

I have attached my resume for your kind perusal. If you agree that my qualifications are a close fit to your needs, I would be delighted to meet with you for a personal interview. In the meantime, you may reach me at _____. I look forward to our conversation. I will call you within the week to answer any initial questions you may have.

Thank you for your attention to these materials. I certainly look forward to exploring this further.

Sincerely,

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