

SAMPLE COVER LETTER

John Q. Applicant
USA Box 1234
Mobile, Alabama 12345

January 5, 20XX

Mr. Thomas Sheridan
Vice-President
Mercy Hospital
456 Knollwood Road
Waterproof, Louisiana 19433

Dear Mr. Sheridan:

I am writing in response to your job listing in the January 4, 20XX edition of the *National Employment Business Weekly* for a Chief Financial Officer.

Currently, I am Chief Operating Officer for the Connecticut Medical Center (CMC) and have served in this capacity for five years. At this point, I am interested in the challenges a larger hospital will have to offer. During my years at CMC, I have overseen two bond financing projects, negotiated a class action suit that had threatened to shut down our facility, and increased our profitability by 24 percent.

I believe the advertised position matches well with my background and professional goals. I would appreciate being given the opportunity to interview for this position, and I will contact you January 12, 20XX to make interview arrangements. Thank you for this opportunity. I look forward to meeting with you shortly to discuss my qualifications.

Sincerely,

John Q. Applicant

enclosure