

Cover Letter Example*

Johnny Network
Klosterstr. 3
45221 Dortmund
(+49) 231-5555555
Germany

October 31, 2006

Mr. Phillip Morework
Production Manager
XYZ Corporation
21 Industry Lane
Anytown, MN 55555
USA

Dear Mr. Morework,

Please consider my qualifications for the Lead Production Assistant opportunity, which was listed in the *Daily Planet* on October 20, 2006. With a proven high-tech background in Fortune 100 companies, I am well qualified and eager to represent your company in this capacity.

I thrive in a fast-paced environment where production deadlines are a priority, and handling multiple jobs simultaneously is the norm. In relation to leadership, I have been responsible for up to 35 staff members, and have built a reputation for making quality administrative decisions in a fair and consistent manner. Constant negotiations with all levels of management and staff have strengthened my interpersonal skills.

Enclosed is my resume and I am looking forward to discussing my qualifications with you. I will call you to confirm receipt of this information, and discuss possible next steps. Thank you very much for your time and consideration.

Sincerely,

Max Mustermann
Enclosure

Kommentar [LEH1]: Don't forget the country, if international

Kommentar [LEH2]: You should always write to a specific person

Kommentar [LEH3]: Specific reason for writing, the position desired

Kommentar [LEH4]: Where you saw the ad

Kommentar [LEH5]: DO NOT repeat information from your resume/CV (like "Production Manager for XY"), but DO mention unique skills learned there that make you the perfect candidate

Kommentar [LEH6]: Mention what is enclosed in the letter

Kommentar [LEH7]: Indicate desire to talk with the employer; Some people may even suggest a time to meet, especially in an international case ("I will be in the United States from November 15 until November 22 and would be grateful to get a chance to meet if those dates are convenient for you")

Kommentar [LEH8]: Show initiative: communicate your plans to follow up

Kommentar [LEH9]: You may want to include day and evening contact information

Kommentar [LEH10]: Thank the employer for his/her time

Kommentar [LEH11]: Make sure that you stick to either the British or American style (also British or American spelling!)

* Example taken from the Minnesota Department of Employment and Economic Development