

EXAMPLE: AVERAGE COVER LETTER

Catelyn Stark

123 ABC St, Star, MA 02356 | 415-669-5989 | catelyn.stark@live.com | www.linkedin.com/in/catelyn.stark

February 27, 2018

Hiria Mee
Operations Manager
PapaGino's Holding Corporation
24 Armor Ln
North Easton, MA 02356

Dear Hiria Mee:

Your posting on LinkedIn for a Sales and Marketing Coordinator recently caught my eye, and I think you will find I am an exceptional candidate for this position.

I am an accomplished administrative professional and a junior in the Marketing & Management program at Riverrun University. Over the past ten years, I have provided high-level support in a variety of industries and across multiple functional areas. I am now seeking a position that will make the most of my administrative experience while offering additional opportunities for personal and professional development.

In exchange, I offer exceptional attention to detail, highly developed communication skills, and a talent for managing complex projects with a demonstrated ability to prioritize and multitask.

My accomplishments and qualifications are further detailed in the attached resume. I welcome the opportunity to meet with you and discuss the value I can bring to your organization.

Sincerely,

Catelyn Stark