

EXAMPLE: EXCEPTIONAL COVER LETTER

Catelyn Stark

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

Dear Hiria Mee:

It is with great enthusiasm I submit my application for the position of Sales Coordinator for the Westeros Castle Project. As an administrative professional with over ten years' experience, I know my diverse skills and qualifications will make me an asset to the Westeros project team.

As you will see from the attached resume, I've built my career in a variety of roles and industries, mostly in small companies where I was not just the admin but also gatekeeper, technology whiz, bookkeeper and marketing guru. I'm not only used to wearing many hats, I sincerely enjoy it; I thrive in an environment where no two work days are exactly the same.

In addition to being flexible and responsive, I'm also a fanatic for details – particularly when it comes to presentation. One of my recent projects involved coordinating a 200-page grant proposal: I proofed and edited the narratives provided by the division head, formatted spreadsheets, and generally made sure every line was letter-perfect and the entire finished product conformed to the specific guidelines of the RFP. (The result? A five-year, \$1.5 million grant award.) I believe in applying this same level of attention to detail to tasks as visible as prepping the materials for a top-level meeting and as mundane as making sure the copier never runs out of paper.

Last but certainly not least, I want you to know I'm a passionate Westeros fan and a longtime supporter of the new castle. I've been following the new castle movement since the earliest days of the original "Save the Tombs" campaign, and I am so excited to see this vision becoming a reality. I've already checked out the new castle website, and the renderings of the new throne and great hall are stunning, to say the least – I particularly love the vintage murals and art featured throughout the building. Nice touch!

In closing, I am thrilled at the possibility of being involved in the new castle almost literally from the ground up, and would love the opportunity to meet with you and discuss the value I can bring to the Targaryen organization and the Westeros Castle Project. I appreciate your consideration and look forward to hearing from you.

Sincerely,

Catelyn Stark