

Resumagic.com: Cover Letter in Response to a Classified Ad

Jane Smith

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Ms. Vicky Wilson
Director, Human Resources
XYZ Corporation
123 Elm Street
Anytown, ST 12345

Dear Ms. Wilson:

I am very interested in applying for the receptionist position currently advertised in the *Name of Newspaper*. I will be graduating from Anytown University in May, 2002 with a Masters in Library Science, and although it may appear that I am overqualified for a clerical position, I am interested in pursuing ground floor opportunities with large companies like yours that offer advancement for those who are willing to work hard and prove themselves to be valuable employees.

My previous work experience has prepared me well for a receptionist position as I am very competent at performing routine clerical duties such as typing, filing, and answering telephones and have extensive experience dealing with and assisting the public. My experience is summarized as follows:

- Three months as a library intern at the Anytown Public Library where I manned the reference desk and assisted the public in locating information and conducting research
- Two months as a library assistant in the Catalog Department at Anytown University's Main Library where I performed computer research and maintained the online catalog / database
- Six months as an archives assistant in the Anytown University Archives Department assisting the public and staff members conduct research
- One year as a research assistant to a sociology professor at Anytown University helping him to locate and organize hundreds of historical texts into data files
- Eight months as an intern for the Anytown Town Hall historian where I assisted in conducting research, wrote a guide for elementary students, worked with historic photographs and researched newspapers

I also have experience as a copy editor for my college newspaper, was selected by college professors to tutor peers in sociology and economics courses, and have about seventeen months of experience as an assistant manager at a university's health and fitness facility.

My résumé is enclosed for your consideration. Thank you for your time and consideration and I hope to be hearing from you soon.

Sincerely,

Jane Smith

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enclosure