

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

John Doe

123 Elm Street ■ Anytown, ST ■ 123-456-7890 ■ johndoe@email.com

February 1, 2004

Ms. Jane Smith
Manager, Communications Division
XYZ Associates
555 East Third Street
Anytown, ST 00000

Dear Ms. Smith:

As an aspiring writer and researcher as well as a recent communications graduate, I was fascinated by your advertisement at HotJobs.com because I am a good match for the Communications Specialist position (Job No. xxxxxxxx). I am a very outgoing person, who enjoys working with people and in the hectic environment, the public relations / communications field would provide for me. Below I have outlined what I believe to be the most important skills and attributes pertinent to the position.

1. Excellent writing and researching skills. At college, I earned the reputation of "good writer" and as such, was sought out regularly by fellow college students seeking writing tips. However, unlike most college students, I actually enjoyed researching and writing papers on various topics. In fact, I enjoyed this activity so much that I researched and wrote a series of career and finance-related articles on my own, which I plan to complete and perhaps publish some day, along with many other articles I plan to write in the future. I also have some real world writing experience gained as a volunteer, which is as follows:

- Designed and completed several fund-raising mail campaigns to educate the public, win more recruits, and to lobby Congress on behalf of a non-profit
- Prepared and organized speeches for presentations

2. Public relations skills. I have three years experience working in a communications / public relations capacity as a volunteer for non-profits and in the community, which has greatly improved my oral communication skills and helped me to realize which that I would like to pursue a public relations position. My related experience is as follows:

- Helped organize volunteers and collect signatures on a political campaign
- Recruited volunteers for community service and worked extensively with people from diverse socio-economic groups
- Conducted meetings and needs-assessment interviews and helped supervise and coordinate other community volunteers
- Gave presentations, tours and conducted Q&A sessions for large and small groups as a tour guide

3. College graduate with computer skills. I have completed 21 hours towards a master's degree in Human Resources. In addition, I have a bachelor's degree in Management Communications and an associate's degree in Business Administration. I am proficient in popular business software applications and productivity tools as outlined on my résumé. I work extensively with HTML, Microsoft Word, Excel, PowerPoint and Quicken and consider myself highly proficient with these applications.

I would appreciate an opportunity to interview for the position where I could discuss my qualifications in more detail. I have attached a résumé, which details my specific accomplishments. Thank you for your time and consideration and I hope to be hearing from you in the near future.

Sincerely,

John Doe

enclosure