

Resumagic.com: Networking Cover Letter Sample

Jane Smith

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Ms. Nancy Little
Vice President of Operations
Acme Company
123 Elm Street
Anytown, ST 12345

Dear Nancy:

It was a pleasure to speak with you on the telephone recently and, even more so, to be remembered after all these years. As mentioned during our conversation, I have just recently re-entered the job market and have three years of experience with a 550-employee retail organization in the area of employee benefits administration. My experience includes pension plans, dental, life, and disability insurance. I have been responsible for all facets of management of the company plan, including sales, account management and maintenance.

My goal is to become a Benefits Manager in a larger organization with the possibility of advancement in other human resources areas. My preference is to remain in the northeast, although I will consider opportunities elsewhere.

I have enclosed a copy of my résumé. If any situations come to mind where you think my skills and background would fit or if you have any suggestions as to others with whom it might be beneficial for me to speak, I would appreciate hearing from you.

Sincerely,

Jane Smith

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enclosure