

**Resumagic.com: Broadcast or "Cold" Cover Letter Sample**

**Jane Smith**

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October 15, 2001

Ms. Sally Little  
Vice President, IT  
Acme Company  
123 Elm Street  
Anytown, ST 12345

Dear Ms. Little:

I am very interested in working with a dynamic, growth-oriented company such as XYZ Corporation. While conducting research on leading companies in the software development industry, your company's name kept coming up again and again in numerous magazine articles offering praise for the wonderful work you are doing in developing computer-based educational tools for children. I want to be part of your organization!

I believe I could make a significant contribution to your organization by utilizing my twenty years of experience as a software developer to help your company create the next generation of cutting-edge, computer-based tools to educate children.

My résumé is enclosed. I would appreciate the opportunity to discuss my software ideas with you in greater detail and will telephone you early next week to inquire about the possibility of an interview.

Thank you for your time and consideration.

Sincerely,

**JANE SMITH**

Jane Smith

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