

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

John Smith

1111 First Street • Anytown, ST 00000 • 123-456-7890 • john_smith@email.com

October 15, 2001

Mr. Jack Wilson, President
Acme Company
123 Elm Street
Anytown, ST 12345

Dear Mr. Wilson:

After reading an article last week in the *Wall Street Journal* about your company's planned expansion and its top ranking as one of the best companies to work for in America, I am writing in hopes that there are available positions with your company for experienced accountants. I have enclosed my résumé for your consideration.

I am a staff accountant and network administrator with 13 years experience working for several public accounting firms who would be very interested in working for your organization. I have significant experience preparing income taxes for diverse business clients. My excellent training in computer accounting practices and computer expertise enabled me to make several recommendations that resulted in not only streamlining the accounting procedures for my employers, but in substantial cost savings as well. I am confident that my education, work experience, and enthusiasm will be of value to Acme.

I will contact your office early next week to see if we may set an interview appointment at your earliest convenience. I would welcome the opportunity to talk with you about my qualifications for a staff accountant or network administrator position. If you would like to contact me sooner, please feel free to call me at (000) 000-0000. Thank you for your time and consideration.

Sincerely,

John Smith

John Smith

enclosure