

**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:

With this letter and résumé, I would like to offer myself for a position with your company in electrical engineering or project management that fully utilizes my professional and personal abilities.

I have recently relocated to the San Francisco area where I plan to complete my master's degree in engineering part-time while working full-time. I am searching for an opportunity offering growth and advancement based upon individual merit and capability. My background reflects extensive successful experience within the telecommunications industry and I would like to utilize that experience in a position that will also allow me to use my communication, negotiation and technical skills to secure new business and maintain existing customers.

I have the ability to establish and maintain effective communication and rapport with peers, clients, and management. I have considerable experience working with people of diverse backgrounds in more than 10 countries in Europe and Australia / New Zealand. I have proven business knowledge, as well as exceptional engineering skills and expediting abilities. In addition, I am efficient, organized, and detail oriented, and I believe in thorough follow-up.

My eleven years of experience working in the telecommunications industry has provided me with a solid base and broad understanding of industry operations and practices. I am keenly aware of the importance of completing projects on time, within budget, and to the client's total satisfaction. I am accustomed to working under extreme pressure and handling multiple projects at once.

I am interested in securing a position within your company where my abilities and qualifications can be fully applied for our mutual benefit. I welcome an opportunity to meet with you and elaborate on how I can make a substantial contribution to your company's profitability. I will call you in a few days to further discuss my qualifications in detail. Thank you.

Sincerely,

**JOHN SMITH**

John Smith

enclosure