

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

Advertisement: "IT Manager -- The position requires a highly motivated, self-starter able to manage complex, deadline driven projects. The ideal candidate has international work experience and has online project and financial management experience. Four-year degree in international business or marketing required. Six years international business and project management experience with two years in online marketing, including experience in web design, account and vendor management. Working knowledge of HTML and Internet technologies. Proficiency in Windows, Microsoft Word, Excel, PowerPoint, Project, and Outlook required. Strong project management skills required. Experience with the Interwoven content management tool a plus."

John Smith

123 Elm Street ■ Anytown, ST 00000 ■ (123) 456-7890 ■ j_smith@email.com

February 10, 2002

Mrs. Jane Wilson
Human Resources Director
Acme Corporation
1234 Elm Street, Room 43
Anytown, ST 12345-0457

Dear Mrs. Wilson:

I was fascinated by your ad in Sunday's Times, as I am a perfect fit for your IT Manager position. Below you will find my qualifications matched with your requirements:

1. A highly-motivated, self starter able to manage complex, deadline driven projects. I am accustomed to managing teams ranging from 5 to 42 members and working under extreme deadline pressures on complex e-commerce development projects.
2. Online project and financial management experience. I have six years of project management experience working on e-commerce development projects for Fortune 500 companies as well as small start-ups. Big clients include Yahoo!, C/Net, Martha Stewart and Addidas. I have managed target revenues ranging from \$2 million to \$10 million.
3. Technologically proficient: I am highly proficient in HTML and Internet technologies. I consider myself an expert with Windows, Word, Excel, PowerPoint, Project, and Outlook. I am also very proficient in the Interwoven content management tool.
4. Marketing degree. I have a BS in Marketing from Name of University
5. International work experience. I was the Vice-President of European Operations for my last employer. For a six-month period, I led a 21-member team in charge of establishing a European presence. This involved sales, client management, consulting, recruiting, real estate acquisition and integration of acquired companies.

I have enclosed a résumé that offers more information about my accomplishments. I look forward to hearing from you.

Sincerely,

JOHN SMITH

John Smith

enclosure