**Joe Student**

**SAMPLE COVER LETTER**

**1234 Needajob Road**

**Linden, CA 95236**

**(209) 887-1234 Home**   **(209) 624-1234 Cell**

**jstudent@hotmail.com**

May 3, 2016

(2 spaces)

Hirem Expert (OR leave name off if you don’t have one)

Area Sales Manager

AT&T Mobility

2858 West Monte Vista Avenue

Turlock, CA 95380

(1 space)

Dear Mr. Expert (OR To Whom It May Concern if you don’t have a name):

(1 space)

Enclosed please find my resume which outlines my qualifications for the Administrative Assistant position at AT&T Mobility. I believe my skills and training will allow me to be an excellent employee with your company because I am reliable, hardworking and willing to learn.

On June 2, 2016 I will be graduating from Linden High School (OR I graduated from Linden High School on June 2, 2016…). I took a solid load of courses that I feel has prepared me for the requirements for this position. My goal is to go to work part-time while attending San Joaquin Delta College OR My goal is to go directly into the workforce and I am available to work full-time.

(1 space)

I would like to have an interview for this position so that I may personally explain my experiences and why I feel I am qualified to work for AT&T Mobility. I will contact you within this next week to confirm you have received my resume and to hopefully set up a time that we can meet. Thank you for your time and consideration!

(1 space)

Sincerely,

(4 spaces)

(With a blue pen, sign your signature here)

Joe Student

Enclosure: Resume