

Sample Cover Letter

Kate Smith

Gardner, Kansas 66030

Date: 4/26/2018

P: xxx-xxx-xxxx

E: email@yahoo.com

Human Resources Representative

Company Name

Physical Address

Overland Park, KS 66210

Dear Human Resources Representative,

I am writing in response to the Part-time Office Assistant position you posted on Indeed.com. I immediately noticed how well your requirements align with my experience, skills, and background. I admire industries that provide workforce development and skills training. While my enclosed resume provides a great overview of my strengths and achievements, I have also listed some of your specific requirements for the position and my applicable skills:

You Require:

1. 2 years of clerical/reception experience in an academic or closely related setting.
2. High school graduate.
3. Excellent interpersonal and customer service skills along with the ability to work with students from a variety of backgrounds.

I Offer:

I have 6 years' experience in clerical/reception experience ranging from confidential fields such as insurance and the public workforce center to customer service and sales.

I hold a Bachelor of Arts degree in Communications

I have proven experience in practicing excellent interpersonal and customer service skills along with meeting and working with clients from different backgrounds on a daily basis.

Attached is my resume for your review. I welcome the opportunity to meet with you to discuss how my talent, professionalism, and enthusiasm will add to the value and success of Johnson County Community College. If you have any questions you may reach me at (xxx)xxx-xxxx. Thank you for your consideration. I look forward to speaking with you soon.

Sincerely,

Kate Smith