



SAMPLE COVER LETTER
GENERAL INTEREST

Tameka Somebody

11 Lafayette Street
New York, NY 10002
feedback@harlemonline.com
(098) 765-4321

July 26, 2004

Mary Jenkins
Director of Human Resources
Johnson, Volder, and Reynolds, LLP
13-85 Somewhere Avenue
New York, NY 10013

Dear Ms. Jenkins:

I am a recent graduate of Morris High School. My goal is to put my skills and knowledge to use in an entry-level office position at Johnson, Volder, and Reynolds, LLP, perhaps as an Office Assistant.

In addition to my solid academic background, I also offer one year of internship and part-time experience. In these positions, I have been exposed to data entry, document processing, spreadsheets, and current software. For example, in my present internship, I have worked on accounts receivable and accounts payable documentation. Equally important, I have experience in spreadsheet creation using Lotus 123 and Excel.

Enclosed is my resume, which summarizes my experience and education. I may be reached at (098) 765-4321 to further discuss my qualifications. I look forward to hearing from you.

Thank you for your time and consideration.

Sincerely,

Tameka Somebody

Enclosure