

EXAMPLE COVER LETTER

Sam Smith
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May 1, 2018

ABC Warehouse
1234 Business Address
Kansas City, KS 56789

Dear Hiring Manager, *(insert actual name if known)*

(Introduction Paragraph)

I would like to introduce myself as an applicant for the _____ position at ABC Warehouse. As a highly motivated and reliable worker, I am confident that I would be an asset to your company. I have included my resume for your consideration.

(Body – Why am I the best candidate for the job)

During my previous role in a warehouse position at PJH Warehouse, I demonstrated adaptability by learning several positions and making myself available to fill in as needed. I made efforts to better myself by participating in training and learning ways to improve my communication skills. Some of my responsibilities included _____.

I understand the importance of safety in the workplace, as well as working efficiently in a fast-paced environment.

(Concluding Paragraph)

Thank you for your time and consideration. I would greatly appreciate an opportunity to meet with you to discuss my qualifications and how I could be a good match for this position. Please contact me at (913) 100-2222.

Sincerely,

Sam Smith