



Sample Cover Letter

Jane Doe,
1234, West 67 Street,
Carlisle, MA 01741,
(123) 456 7890.

Date: May 1, 2010.

Mr. John Smith,
American Programmers of America,
1212, Hemingway Avenue South,
Chicago, IL 12345-6789.

Dear Mr. Smith,

I am writing with reference to your advertisement in the local Employment News magazine for want of a Software Developer. I consider that my credentials and interests match with your requirement and want to apply for the same.

Presently I am deputed as an assistant at ABC for the last two years. During these years I have acquired a very good knowledge of Web technologies (Perl CGI, PHP). My responsibility includes providing back end support for the distributed applications and guiding new trainees through their jobs.

Although I am enjoying my present job, I am looking out for new opportunities in the same field. I will be contacting you on Friday, March 12th, to arrange a personal meeting and discuss the prospect.

Regards,

Jane Doe