Sample Cover Letter

Address

City, Province

Postal Code

Date *(preferably date you intend to send cover letter)*

Employer Name

Address

City, Province

Postal Code

Dear Hiring Manager

It is with great enthusiasm that I am forwarding a copy of my resume as application for a full-time(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) position within your organization.

I have an outstanding work ethic, am reliable, dependable and get along well with everyone. I have a personal commitment to providing quality work and am willing to go the extra mile to ensure customer service goals are met. As an computer technician, I realize that someone would need to be able to stand for long periods of time, work longer hours, if needed, and remain focussed while doing a multitude of tasks, all skills I have demonstrated and am able to do. While I may not show a great deal of work experience, I am eager, willing to learn and have the drive to excel in this position, if successful.

In closing, I would like to say thank-you for your time and consideration in reviewing my resume for employment and add that I look forward to meeting with you in the near future to discuss my candidacy. I can be reached day or evening @ \_\_\_\_\_\_\_\_\_\_\_

Sincerely,

Client Name

*Attachment: Resume*

*(if you’re applying for work on-line use the word “Attachment” if you’re hand delivering your cover letter and resume use the word “Enclosure” NOTE – if you’re hand delivering remember to type your name where it says “Client Name” and then add your signature as well)*