

John Smith
555 W. Main Street
Any Town, Any State, 00000
Telephone (000) 000-0000

January 30, 2010

John Doe
Director of Labor Relations
ACME Steel
111 Any Street
Any Street, Any State, 00000

Dear Mr. Doe:

I am responding to ACME Steel's advertisement in the City Times dated January 23, 2009, regarding your ACME Steel's vacant Management Analyst position. Please find enclosed my resume which outlines my education, experience, background, and memberships.

I possess more than 10 years of management experience in positions where I have managed staffs of 15 people or more. Throughout my career I have been recognized by employers for my ability to direct staff in completion of assigned tasks in a timely and efficient manner. Upon reviewing the duties of your company's vacant Management Analyst position, I believe my qualifications, skills, and experience qualify me as a candidate for your vacancy.

Allow me to thank you for considering me for your company's vacant Management Analyst position. When you have completed your review of my cover letter and enclosed resume and would like to schedule me for a job interview, I may be reached by phone at (000) 000-000.

Sincerely,

John Smith