



Dallas Employment Services, Inc.

214-954-0700

www.des-inc.com

Sample Cover Letter

YOUR NAME

Street Address

City, State ZIP Code

(Area Code) Phone Number

Date

Name, Title of person contacting

Company Name

Street Address

City, State ZIP Code

Dear _____,

Thank you for taking time out of your busy schedule to meet with me this morning. It was such a pleasure speaking with you, and the information you provided regarding the details of the position were most valuable to me.

I find the position of _____ very attractive. I was very impressed with your company and am enthusiastic about the prospects of joining your team. After reviewing your comments about the job requirements, I am convinced that I can make an immediate contribution toward the growth and profitability of _____.

I would appreciate an opportunity to become a member of your staff, and look forward to hearing from you soon.

Sincerely,

Your Name