

General Cover Letter Sample

Hans Straub
635, Eastover Street
New Orleans, LA 87492
Telephone: (372) 737-7499
Email ID: hans_straub@yahoo.com

March 3rd, 2012

Lucas Mendeleev
Human Resource Manager
763, Main Street
Saint Paul, MN 87737

Dear Mr. Mendeleev,

Through this letter, I want to introduce myself and to show you my interest in becoming a part of your company. I attached my resume which consists of my detailed experiences such as employment background, training experiences, achievements, education and skills. My work experiences are strengthened with high responsibility and effort. I would bring my skill-sets to work for your company.

I have successfully performed my tasks with high degree of professionalism. My previous employer felt satisfied with my effort in my previous work. My current objective is to obtain a position that will expand my skills and experiences properly.

I believe in excellence and have always dedicated myself, my talents and my creative abilities to assure the successful accomplishment of any company goals. My positive attitude is the valuable asset to any organization that would employ me. I am certain that my skill-set will give profit to your company.

I look forward to hearing from you in the near future and hopefully to schedule an interview in which I hope to learn more about your company. It's goals and plans and how I may be able to contribute to its continued success and growth. For further information, you can contact me at (372) 737-7499 or send information into my email account. Thank you for considering my application.

Sincerely,

Hans Straub