

Sample Cover Letters: Job Ad Response Cover Letter

Cosima Fenway
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New York, NY 10001
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Hector Diaz
Saccharine Confections
100 Sixth Avenue
New York, NY 10005

Dear Mr. Diaz:

Your advertisement in the *New York Times* appealed to me for two reasons. You plan to open up a new branch of Saccharine Confections; I seek the opportunity to manage a newly-opened store. I am also interested in building my career in the food industry. Therefore, I have decided to submit my resume in application for the position of Store Manager.

My relevant experience includes three years as a candy chef for Sticky Sweets of Boston and my current position as assistant store manager of Licorice and Lollipops.

I look forward to discussing opportunities at Saccharine Confections with you. I will call you next week to make sure you have received my resume and to set up a mutually agreeable time for us to speak.

Yours truly,

Cosima Fenway

Source: Vault.com