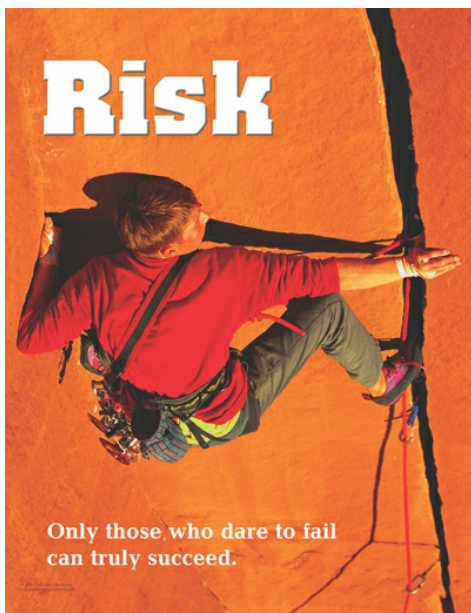


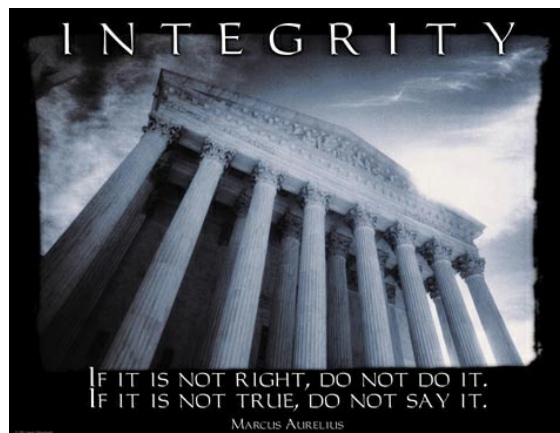


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COVER LETTER - A business letter sent along with your resume to a potential employer.

Ms. Susan M. Lee
Human Resources
December 18, 2010

Ms. Susan M. Lee
Human Resources
1000 Broadway, Suite 700
New York, NY 10018

Dear Ms. Lee,

I am writing to you regarding the position of Human Resources Specialist that I saw advertised in the New York Times. I am confident that my skills and experience make me a strong candidate for this position. I have a Bachelor's degree in Human Resources from the State University of New York at Albany and have worked in the field of Human Resources for over 10 years. I have a proven track record of recruiting, training, and developing employees. I am a self-starter and a team player. I am confident that I can contribute to your organization's success. I have enclosed my resume for your review. I would welcome the opportunity to discuss my qualifications with you. Thank you for your time and consideration.

Sincerely,
James Q. Reed
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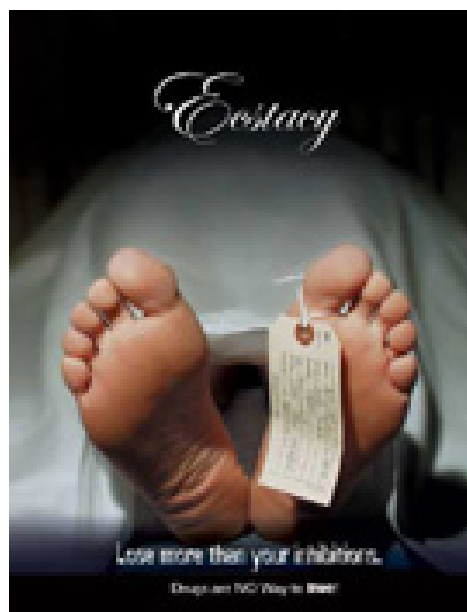
Cover Letters:

- Always typed/computer printed
- NEVER handwritten
- Use same style paper as resume
- Envelopes should match paper

NOTE: When sending cover letters and resumes via e-mail, first send a copy to yourself to check the end delivery result.

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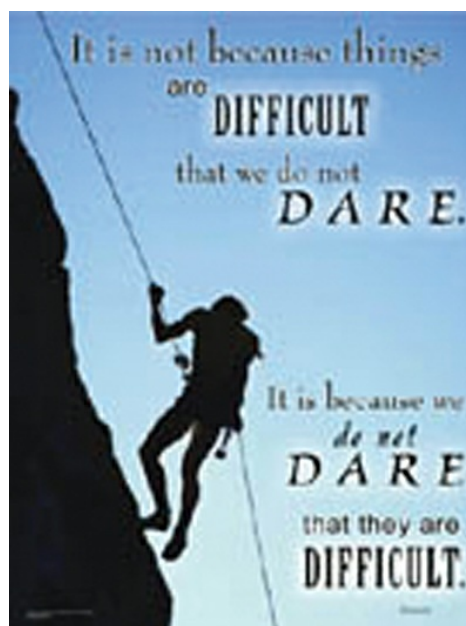
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