

SAMPLE COVER LETTER

JANE BROWN

29-10 Thomson Avenue, Long Island City, NY 11101

(718) 482-5235

August 1, 2004

Mr. Thomas Clark
Human Resources Manager
XYZ Incorporated
1158 Madison Avenue, 4th Floor
New York, NY 10008

Dear Mr. Clark:

I am interested in applying for the Nursing position advertised with the Employment and Career Services Center at LaGuardia Community College.

I am a recent graduate with an Associate degree in Nursing. I have six months nursing experience through my internships at Main Street Medical Center and Dover Hospital. In addition, I have four years of related work experience in the health field. Given my education and work experience, I believe I am an excellent candidate for the position you are offering.

I would welcome the opportunity to meet with you to further discuss how my qualifications can best serve your company. I am available for an interview at your earliest convenience.

Sincerely,

Jane L. Brown