

Cold Cover Letter to a potential employer

JAMES SHARPE
18 Central Park Street, Anytown, NY 14788
(516) 555-1212

(Date)

Alice Smith
Krieger, Skvetney, Howell
Executive Search Consultants
2426 Foundation Road
Anytown, NY 14788

Dear Ms. Smith:

Having spent several years as an executive recruiter, I realize the number of resumes you receive on a daily basis. However, I remember how valuable a few always turned out to be.

The purpose of this communication is to introduce myself and then to meet with you about joining your organization.

In reviewing which business situations have been the most challenging and rewarding, the answer is the time spent in the search profession.

My background, skills and talents are in all aspects of sales and sales management. My research indicates that your expertise is in this area.

I have enclosed a resume which will highlight and support my objectives. I would appreciate the opportunity to meet and exchange ideas. I will call you over the next several days to make an appointment. If you prefer, you may reach me in the evening or leave a message at (516) 555-1212.

Thank you and I look forward to our meeting.

Sincerely,

James Sharpe
JamesSharpe@hotmail.com

JS
enclosure

R·I·T

Office of Cooperative Education and Career Services
57 Lomb Memorial Drive · Rochester, NY 14623 · 585-475-2301, 585-475-6905 tty, 585-475-5476 fax
www.rit.edu/co-op/careers

9/3/2003