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Sample Cover letter

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Thomas K Eden,
32 S Riverview,
Ogden, Iowa 50113,
(515) 555-7998.
Date: 26th June, 2007.

Jack Richardson,
HR Manager, Fabrikam, Inc.,
323 South Avon Drive,
Milton, NY 10945,
(914) 555-2909.

Dear Mr. Richardson,

I am interested in an entry-level management accounting position available in Fabrikam, Inc. I have visited your web site recently and there I got the news that you are hiring people in your company. I am having genuine interest in furniture industry and I also learned carpentry. I have already developed the working knowledge of furniture manufacturing.

I have also enclosed my resume with this letter. It describes about my educational background and experience I am having in furniture industry. I have completed my graduation with a bachelor's degree in business administration in May 2004.

Recently I have written a research paper on the furniture industry. As per my study I believe that we are having many opportunities for expanding furniture markets, especially in the international field. Trends in consumer demands are changing and the overseas wages are rising that's why opportunities for domestic manufacturing and marketing functions are increasing.

I have done research on 15 furniture manufacturing companies, and I found them all to be successful. I am especially excited about Fabrikam, Inc. after analyzing companies most recent annual report. Fabrikam, Inc is having growth strategy foreseeing the trends, and becoming a strong competitive edge in the industry.

I have completed my education from Mafoi University and I am going to appear for the Management Accountant (CMA) exam. I believe that my genuine enthusiasm and strong work ethic will be an asset for your company.

I will call you next monday to confirm with the interview date and time. Thank you for your precious time and consideration.

Sincerely,

Thomas K Eden.

Enclosure Resume.

Second Sample Cover letter

230 Pearson St.
Kalamazoo, MI 49008

Sep 16th, 2011

Ms. Louise Richardson
Partner-In-Charge
Alpena Power Company
411 North 9th Ave.
Alpena, Michigan 49708

professional expertise in business will provide your company with a profitable Auditor.

I will be in Florida on the week of October 19th. Please feel free to call me at 207-232-3950 to arrange a job interview. I look forward to meeting you then.

Sincerely,

Jane Doe

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