

123 Rhodes Drive
Bloomington, Indiana 11111
8 March 2004

Mr. Adam Smith
Director of Personnel
XYZ Company
Bloomington, Indiana 11111

Dear Mr. Smith:

Please consider me for the position of Technical Writer, as advertised in the 8 March edition of the Bloomington Herald. I will graduate in May with a B.A. in English from Virginia Polytechnic Institute and State University.

I have many skills I can bring to this position. While I have been in school, I have attempted to broaden my base of abilities, so that now I feel quite confident I could fit into any working environment with a minimum of training. I adapt well to any situation, and I work well under pressure.

Also, as I'm sure my former employers would confirm, I am a very hard worker. These same employers will also verify that I am trustworthy, conscientious, and dedicated. I can assure you that if you hire me, you can expect a high level of production.

I am enclosing a resume and a list of references. If you'd like to schedule an interview, please call me at (111) 123-4567.

Sincerely,

Alice Ketchum

Alice Ketchum

ENC

The TRUST ME Cover Letter

Bad because it's

- Low on concrete details.
- Emphasizes vague accomplishments.
- Has a poor intro and conclusion.