



## Cover Letter Sample – In response to a Classified Ad

Date

Contact or Department

Company Name

Address

City, State Zip

Re: Position

Dear Mr./Mrs./Ms.:

When I read your ad for the {Position}, I couldn't help noticing how well your requirements align with my experience, education, skills and background.

While my enclosed resume provides a good overview of my strengths and achievements, I have also listed some of your specific requirements for the position and my applicable skills:

Your Require	I Offer
Ability to coordinate and oversee the work of subordinates.	Experience in supervision of 25 offices and ensuring staff efficiency as a regional manager.
Ability to strategically plan, develop and implement programs and operations toward achievement of team's mission, goals, and objectives.	Experience developing and implementing reward programs per office as well as aggressively working towards individual staff growth.
Problem-solving and decision-making abilities.	Success in solving numerous problems related to internal staff, outside customers, and various vendors. Stream-lined production process by narrowing the number of vendors.
Financial and personnel management expertise.	Expertise in both areas through region management background.
Interpersonal and communication skills that promote ability to serve as a liaison and resource.	Significant experience giving presentations, speaking persuasively, and interacting successfully with diverse individuals.

Since my experience and expertise fit your requirements so closely, I am clearly one of the people you'll want to see. I plan to contact you to follow up on this letter and see if we can arrange a meeting. In the meantime, please feel free to contact me at 222-222-2222. Thank you for your time and consideration.

Sincerely,

John Smith