

This sample is provided as a guide for organizing your cover letter.
Take a couple of minutes to read this sample. What do you notice?

First Name Last Name
444 Beachbum Street
Hometown, State 12345
123-456-7890
me@myself.com

February 19, 2004

Mr. First Name LastName, Owner
Big Business
101 Stratosphere Drive
City, State 12345

Dear Mr. Lastname,

There's a reason why:

- Friends hand me the dinner bill to divvy up
- My checkbook always balances at the end of each month
- My three kids are never late for events
- Community groups look to me to organize events

I'm a "detail person" — the kind of person you need as your administrative assistant.

For the last five years, I've handled all the scheduling, finances, and logistics for my family of five. It's time for me to get back into the corporate work force and put my organizational talents to use there.

I'll contact you in the next few days to see if you or one of your associates needs an assistant.

Thank you!