

Mary Gayle Leonard

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Date

Name

Title

Target Company Name

Company Address

SAMPLE COVER LETTER

Dear [Hiring Manager](#):

It is with great interest that I am forwarding my résumé for consideration as a [\(JOB TITLE\)](#) within your organization. Combining my previous experience within healthcare environments with strong interpersonal and communication abilities, I am confident that you will quickly recognize my potential to make major contributions to your organization. My assertive, yet refined professional techniques, combined with my pleasant personality, produce an effective professional able to build and maintain successful business relationships. In addition to my enclosed résumé, I would like to present the following personal qualities for consideration:

- Possess great work ethic and excellent team skills;
- Exhibit strong communication and interpersonal skills;
- Take initiative in managing client relationships and developing effective working relationships with clients;
- Display organization and an ability to effectively coordinate multiple projects simultaneously;
- Develop and implement successful sales strategies and plans;
- Adapt quickly in new and changing business, social, and cultural environments.

My record of employment demonstrates attributes that make me a valuable employee. In all my past undertakings, I have maintained an excellent record of being on time, prepared, and eager to take on new responsibilities.

My résumé is enclosed to provide you with details of my skills and accomplishments, but I am certain that a personal interview would better reveal my desire and ability to contribute to your organization. Thank you for your time and consideration and do not hesitate to contact me if you have any questions. I look forward to speaking with you soon.

Sincerely,

Mary Gayle Leonard
Enclosure: *Résumé*