**SAMPLE COVER LETTER #1**

 October 15, 2012

Mrs. Susan Wilson

Happy Traveler Agency

555 Walker Street

Orland, CA 95963

Dear Mrs. Wilson:

I am responding to the classified advertisement for the receptionist position in your company. As a recent graduate of Orland High School, I am actively seeking my first job. Take a chance on me, and you won’t regret it.

When I saw that you were looking for a receptionist, I knew that I would be a perfect fit. While I attended Orland High School, I was an Office Aide for two years. During that time, I answered the telephone, took messages, made copies and assisted the office staff with various duties. I consider myself to be a people person, and I have strong customer service skills though many years of volunteering for various activities while at Orland High School.

The enclosed resume will tell you more about my skills and abilities. Thank you for considering me for the receptionist position. I would like to schedule an interview with you to discuss how I can help meet your company’s needs. I look forward to hearing from you.

Respectfully yours,

Stephen Student

227 Plumas Street

Orland, CA 95963

530-865-0000

Enclosure: Resume