Example Cover Letter

Christopher L. Smith
12345 Maple Lane
Janesville, MA 55555

May 17, 2019

Adam Masterson
ABC Software
987 Birch Street
Janesville, MA 55555

Dear Mr. Masterson:

In my search for a new challenge where I can leverage my experience in project leadership, database administration, and solution architecture, I was pleased to find ABC Software's opening for a senior software development manager. Eager to learn more about this exciting opportunity, I have enclosed my resume for your review.

As my career profile illustrates, I have specialized in enterprise-wide IT solutions/application development for the past six years. I am accustomed to the rigors of fast-paced, highly regulated environments requiring sharp attention to detail, consummate accuracy, and outstanding communication skills.

In me, ABC Software will gain a diligent, goal-oriented professional with the agility, dedication, and focus required to successfully fill the role of senior software development manager. Thank you for your consideration.

Sincerely,

[Handwritten signature]

Christopher L. Smith

Enclosure: Resume