

Sample Cover Letter

Clemson University Michelin[®] Career Center

922 Tiger Drive
Clemson, SC 29631

May 1, 2002

Mr. Tom Smith
Director of Human Resources
National Accounting Firm of Clemson
Clemson, SC 29634

Dear Ms. Manager,

I would appreciate an opportunity to talk with you about how I could contribute to your organization through my education in accounting as well as through my excellent math skills, adaptability, and reputation as a fast learner.

In May, I will receive a Bachelor of Science Degree in Accounting from Clemson University. I earned a full scholarship on the basis of my potential to excel academically and have maintained a 4.0 GPA throughout my college career.

My work history outside the accounting field reveals my high level of creativity, resourcefulness and adaptability. Recently as a tutor in the university's writing center, I have been able to teach written communication skills and computer knowledge. My computer experience includes the most commonly used programs including WordPerfect, Lotus1-2-3, and dbase IV, and I offer a proven ability to master new software and operating systems.

The enclosed resume will give you additional information on my educational background and experiences. I would like the opportunity to schedule an interview with you to learn more about the plans and goals of your company and how I might contribute to its continued success. Please contact me by telephone (864-654-1234) or email (chronol@clemson.edu at your convenience.

Thank you for your time and consideration.

Sincerely,

Christy Chronological

Enclosure