

Sample Cover Letter

405 Elm Street
Anywhere, OR 00406

August 15, 2005

Mr. Francis Johnson, Director
Open Doors Residential Services.
1725 Connecticut Avenue, NW
Washington, DC 20005

Dear Mr. Miller:

Recently, I spoke with your Director of Food Services, Todd Johns. He informed me of your intentions to implement a more health-conscious food program at Open Doors, Inc., and suggested that I contact you. As you can see from my resume, my credentials in the food science industry would enable me to successfully promote the growth of such a program in your facility.

In the spring of next year, I will be receiving a Bachelor's Degree in Dietary Nutrition Management from the University of Wisconsin-Stout. In addition to my degree, I have already completed my Internship and Practicum work experiences in the field of food service. This opportunity has familiarized me with diet theory, menu-planning, and food administration. As you will see in my resume, I am a Certified Nursing Assistant, with more than three years of experience.

The American Food Service Association recently recognized me for my achievements in menu-planning with the Food Market Corporation. I am health-conscious and enjoy working closely with others.

Given the opportunity, I would be pleased to meet with you and discuss how I might be able to promote the growth of a nutritional food program at Open Doors, Inc. I will call you on Monday, January 16, to determine your interest and, if appropriate, to arrange for a personal meeting.

I am looking forward to meeting with you.

Sincerely,

Sandra Franks
Enclosure