

## COVER LETTER POWER PHRASES

"I believe that I am particularly well qualified for your position and would like to have the opportunity to meet with you to explore how I may be of value to your organization."

"Your advertisement in the March 25, 2009 edition of the Bay City times has piqued my interest. This position has strong appeal to me."

"I am confident that with my abilities I can make an immediate and valuable contribution to \_\_\_\_\_."

"I was recently speaking with Mr. \_\_\_\_\_ from your firm and he strongly recommended that I send you a copy of my resume. Knowing the requirements for the position, he felt that I would be an ideal candidate."

"I feel confident that an interview would demonstrate that my expertise in \_\_\_\_\_, would be an excellent addition to your company."

"I look forward to meeting with you and will give you a call to follow up on this letter the week of September 20, 2000."

"The opportunity to work with your company is appealing to me, and I would appreciate an opportunity to discuss the position further. I look forward to hearing from you soon."

"In response to your ad, please consider my resume in your search for a \_\_\_\_\_."

"Please contact me at your earliest convenience so that I may share with you my background and enthusiasm for the job."

"Your ad captured my attention."

My personal goal is simple: I wish to be a part of an organization that wants to excel. I believe that if I had the opportunity to interview with you it would be apparent that my skills are far-reaching."

"Please find enclosed a copy of my resume for your review. I believe the combination of my \_\_\_\_\_ education and my experience offers me the unique opportunity to make a positive contribution to your firm."

"I am available to meet with you to discuss my qualifications at your convenience. I can be contacted at \_\_\_\_\_. I would like to thank you in advance for your time and any consideration you may give me. I look forward to hearing from you soon."

"Please consider my qualifications for the position of \_\_\_\_\_ which you advertised."

"I would appreciate an opportunity to discuss this position in a personal interview. I may be contacted at \_\_\_\_\_ to arrange a meeting."