



Sample Cover Letter 4
Salary Information Is Requested

Someone Doe
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Bronx, New York 10454
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Tel. # (718) 892-4292

December 3, 2002

Dear Sir or Madam:

I am forwarding my resume to you as an effort to obtain a position within your company. I am a resourceful individual with the background that can provide a great contribution to your organization.

I am a hardworking detail oriented individual who is accustomed to working in a fast paced environment. With my educational and vocational background, I can be a valuable asset within your organization. I have extensive knowledge in working and interfacing with a multi-culture population. My experience with municipal, state and federal agencies has prepared me with invaluable experience

My credentials and achievements is a matter of record that I hope you will examine in depth for further elaboration when we meet. My salary requirement is negotiable and dependent upon such factors as benefit structure, responsibility and advancement opportunity.

I look forward to hearing from you in the near future. Thank you in advance for your time and consideration.

Respectfully yours,

Someone Doe
Applicant