

## "Short and Sweet" Sample Cover Letter

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123 Big Start Drive  
Toronto M4V 6A3  
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January 15, 2006  
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Henry Steele  
Executive Director  
Boxing Academy  
456 King St. E.  
Toronto M9L 2V9  
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State the job reference number/code  
as given in the job advertisement

RE: Position Code: DT 2564  
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Salutation: Find out the person's name. If  
you are unable, use "Dear Sir or Madam."  
Avoid "To Whom It May Concern".

Dear Mr. Steele:  
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Please accept my resume for the position of Director of Training as advertised on your company website on  
January 13<sup>th</sup>.

1<sup>st</sup> paragraph: State exact  
position applying for, where you  
saw it and the date posted.

< 1 space between paragraphs

I am well qualified for this position as I have extensive experience as a boxer, having fought sixty-one  
fights between 1960 and 1981. I have won several championships and held the world heavyweight  
championship for three years. After retiring from the ring. I founded several charities all over the world. In  
2000, Secretary-General Kofi Anan named me the United Nations Messenger of Peace.

2<sup>nd</sup> paragraph: Write a brief paragraph giving a  
summary of your skills and experience.

I am most interested in the Boxing Academy as its mission of assisting young boys and girls to develop  
social responsibility, self-respect and personal growth closely matches my own philosophy.

3<sup>rd</sup> paragraph: State why this company interests you.

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I would appreciate an opportunity to discuss this position in an interview. My phone number is (416) 000-  
0000. Thank you for your consideration.  
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4<sup>th</sup> paragraph: Close by requesting an  
interview, giving a contact number and  
thanking them. Sign the letter.

Sincerely,  
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Muhammad Ali  
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Encl.