**Cover Letter**

Hiring Manager’s Name

Company Name

Company’s Address

City, State Zip

Hiring Manager,

I saw an opening with your company. Please consider me as an applicant for this position.

My skill set will make me a valuable part of your staff. The opportunity presented in this posting is very interesting, and I believe that my abilities and education will make me a very competitive candidate for this position. The key strengths that I possess for success in this position include my Public speaking

skills, as well as being a teamplayer and flexible person. I am a great listener and always try to do my best. I strive for excellence and would like to bring these things to your company.

I would love to be a part of your company given your reputation and outstanding customer service. I feel my skills and abilities would make me an asset to your company.

I look forward to the opportunity to interview. Thank you for your time and consideration.

Sincerely,

Alison Ritz