



Cold-Contact Cover Letter Sample

Karen Kareer
5555 Lakewood Road
Somewhere, MN 55555
(555) 555-5555

May 20, 200_

Ms. Francisca Favor
Department Manager
EFTG Industries, Inc.
210 Industry Avenue
Anytown, MN 55555

Dear Ms. Favor:

Perhaps you are seeking an addition to your marketing team. A new person can provide innovative approaches to the challenges of marketing. I am an innovator of new ideas, an excellent communicator with buyers, and have a demonstrated history of marketing success.

Presently, I am marketing computer products for a major supplier using television, radio and news advertising. I have a reputation for putting forth the effort required to make a project succeed.

Enclosed is my resume for your review and consideration. EFTG Industries has a reputation for excellence. I would like to use my talents to market your quality line of technical products. I will call you to further discuss my talents and how I can benefit your company. If you prefer, you may reach me in the evenings at (555) 555-5555.

Thank you for your time. I look forward to meeting you.

Sincerely,

Karen Kareer

Enclosure

