



# Invited Cover Letter Sample

## Johnny Network

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

June 26, 200\_

Mr. Phillip Morework  
Production Manager  
XYZ Corporation  
21 Industry Lane  
Anytown, MN 55555

Dear Mr. Morework:

Please consider my qualifications for the Lead Production Assistant opportunity, which was listed in the Daily Planet on June 20, 200\_. With a proven high-tech background in Fortune 100 companies, I am well qualified and eager to represent your company in this capacity.

I thrive in a fast-paced environment where production deadlines are a priority, and handling multiple jobs simultaneously is the norm. In relation to leadership, I have been responsible for up to 35 staff members, and have built a reputation for making quality administrative decisions in a fair and consistent manner. Constant negotiations with all levels of management and staff have strengthened my interpersonal skills.

Enclosed is my resume and I am looking forward to discussing my qualifications with you. I will call you to confirm receipt of this information and discuss possible next steps. Thank you very much for your time and consideration.

Sincerely,

Johnny Network

Enclosure



Resumes and Cover Letters