

Invited Cover Letter Sample— No Paid-Work Experience

Wanda Job

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

January 6, 200_

Ms. Marilyn Payer
Housekeeping Manager
Rodetown Inn
123 Indiana Drive
Anytown, MN 55555

Dear Ms. Payer:

Your ad for a Housekeeper in the *Jobs Now* newspaper on Sunday, January 4, 200_ caught my eye. I have several years of housekeeping and home maintenance experience and I believe that I have the necessary skills for the position. My resume is enclosed for your consideration.

Rodetown Inn has an excellent reputation in the community as a quality employer, and my skills perfectly match the requirements. Having been a homeowner for more than five years, I do all of my own maintenance and repair. I also have four years of experience as a home care volunteer for the Salvation Army's "Be Friends" program. This includes helping disabled, elderly persons with household chores such as bed-making, cleaning, vacuuming, dusting, doing laundry, washing walls and windows, mopping, mowing, raking and shoveling. I am known to be extremely reliable, efficient, organized and a good team worker.

It would be beneficial for us to meet to discuss the position and my qualifications in greater detail. I will contact you to determine when a convenient interview time might be arranged. Please feel free to contact me in the interim at the number shown above. Thank you for your time. I look forward to talking with you soon.

Sincerely,

Wanda Job

Enclosure