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Ms. Jane Jones
Human Relations Manager
Tops Résumé Corporation
123 Main Street
Omaha, Nebraska 68100-1234

Dear Ms. Jones:

Your ad for an assistant manager, which appeared in last Sunday's edition of the *Omaha Omnibus*, caught my eye immediately. Since 1985, when I started my own writing, editing, and public-relations firm, I have prepared more than three hundred résumés and at least as many cover letters. Please consider this letter and the accompanying résumé as my application for the job advertised.

It seems that I now have more work than one person can handle as the sole proprietor of my own firm, and I had been considering either hiring an assistant or investigating employment at a company that would benefit from my background and experience. I am familiar with the excellent quality of your company's work, and I am aware that your staff has grown from two to more than a dozen in your three years of operation. Your policy of following up with your clients to make sure that the résumés you prepare are working well for them is widely admired.

My perspective on the needs and expectations of clients and prospective employers has been enriched by more than fifteen years in management, when I was responsible for screening and, in many cases, for hiring applicants and training new staff. I have conducted dozens of interviews with employers to see what they look for in a résumé and cover letter. This research has indicated, over the years, that only one factor has changed significantly: Employers are busier than ever, and they look more favorably upon résumés that they can scan quickly. HR professionals tell me they read cover letters carefully but tend to ignore narrative-type copy within résumés.

Perhaps you'd be interested in seeing some of the testimonial letters I've received from résumé clients, as well as letters of reference from former colleagues and employers. I will check with you early next week, if that's convenient, to see if you'd like me to send these along. You'll find selected samples from my portfolio on my website at www.LifeIsPoetry.net/9portfolio.html.

To arrange an interview, the best time to reach me by telephone or e-mail is between 7:30 a.m. and 5:30 p.m. weekdays. If necessary, you can call me after hours or over the weekend on my cell phone at 402-123-4567.

Please let me know if you have questions or if you would like more information. I'm excited about the prospect of meeting you and learning more about Tops Résumé Corporation.

Sincerely,

Mary Marguerite Campbell