

SAMPLE COVER LETTER

December 30, 20xx

Andrea C. Fritchie
P.O. Box 111
Lakewood, CO 80437-1495

USDA Forest Service
Arapahoe/Roosevelt National Forest
Human Resources – (AR-022-03D)
240 West Prospect Road
Fort Collins, CO 80526

Social Security Number: 000-00-0000
Position: Information Assistant, GS-1001-05/05
Announcement Number: AR-022-03D

Dear Ms. Smith or To Whom It May Concern:

Please find the enclosed resume, transcript, and supplemental information required for application for the position in Idaho Springs, Colorado as an Information Assistant with the USDA Forest Service. As my work experience and college transcript indicate, I possess the skills and abilities necessary to perform the major duties required for this position. As a resident of Idaho Springs, I am familiar with the region and its ecology and look forward to sharing this with the public. I am flexible and willing to travel and work as necessary. Strong organizational skills, and the ability to work with very little supervision have highlighted my past work experiences.

Thank you for your time and consideration, and please feel free to contact me with any additional inquiries that you may have.

Sincerely yours,

Andrea C. Fritchie