

Sample Cover Letter

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email
Date

Name
Title
Organization
Address
City, State, Zip Code

Dear Mr./Ms. Last Name,

I am interested in the author's assistant position at ABC Company, as advertised in XXX. I am currently employed as legislative director for Assemblywoman XXXX, Chairperson of the NYS Assembly. I believe that the skills and experiences I have gained at this position make me an ideal candidate for the job of author's assistant.

As legislative director, I have developed strong writing and editing skills. For example, one of my main duties is to prepare Assemblywoman XXXX's personal legislation, which deals with issues related to her position as Senior Member of the NYS Assembly Standing Committee.

This duty requires meticulous writing and editing skills, and an ability to convey complex legal ideas clearly. I have prepared dozens of pieces of legislation and received praise for the clarity of my writing.

I have also gained extensive experience in legal and policy research – fields that you state the author's assistant must be familiar with. My experience in the NYS Assembly has afforded me the opportunity to become familiar with the consolidated and unconsolidated laws of the State of New York. In particular, through my work with Assemblywoman XXXX, I have become heavily involved in the current welfare and Medicaid reform movement. I am always eager to learn more about state legislation, reading up on these topics on my own time to become more knowledgeable. I would love to bring this passion for policy and law to your company.

I am confident that my experience in the Legislature and my research and writing skills qualify me for consideration. If you would like, I can provide you with current samples of my work. I have also enclosed my resume. I look forward to meeting with you and discussing my qualifications in more detail.

Sincerely,

Signature

First name Last name

Workplace | Business Resource & Innovation Center | Free Library of Philadelphia

Parkway Central Library | 1901 Vine Street, 19103
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@flpworkplace | facebook.com/flpworkplace