

INVITED COVER LETTER

Johnny Network
678 River Drive
Somewhere, MN 55555
(555) 555-5555
Johnny.Network@fakemail.com

June 26, 20__

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 posted on your website on June 20, 20___. With a proven high-tech background in Fortune 100 companies, I am well qualified and eager to represent your company in this capacity.

Environments that are fast paced, require multi-tasking and value production deadlines are where I thrive. 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 potential with you. I will call you to confirm receipt of this information and to discuss possible next steps. Thank you very much for your time and consideration.

Sincerely,

Johnny Network

Enclosure