

Cover Letter Example #1

John Doe

Address

City, State Zip

Phone Number

Email Address

Mr./Ms. Editor Name

C/O Paper/Magazine Name

Address

City, State Zip

MM/DD/YY

Dear Mr./Ms. Editor:

I am sending this proposal for a daily or weekly freelance business column at the suggestion of (company contact here).

Do you realize that our country has an unemployment rate that is beginning to surpass that of the great depression of the 1930's?

In today's economy, with employees being downsized and the rest wondering if they're next, I would like to offer a place where employed individuals and displaced workers alike, can get employment advice. In addition to answering questions from readers, I could also write helpful articles that will be a valuable tool for employees and those re-entering the job market.

This column would step outside the 'common sense' approach you find in most business/employment articles and columns. In my column, I offer tips and advice that either workers might not

automatically consider or facts regarding employment they never knew existed.

As a former managing director with twenty years experience at Verizon Communications, I'm qualified to tackle the issues that face the American workforce today. Speaking personally, I've been involved in a broad range of business dealings. My career, which included a White House Commendation, taught me many things about the inner workings of the business world such as union issues, education, company policies, disciplinary problems, health issues as well as general labor/management issues.

My separation from Verizon was officially due to a major work force reduction in 2001. My dismissal led me on a quest to see if I was alone...Quickly I realized I was not.

I developed a website (www.mysite.com) and soon had over 3,000 e-mails asking me for career advice! I believe that this following will continue to grow should my column appear in (**PAPERS NAMES**).

Enclosed with this query letter is an example of the column I'm suggesting. Hopefully you will take my proposal for an advice column under serious consideration. I look forward to hearing from you and thank you for your time.

Sincerely,

John Doe

Freelance Columnist

Cover Letter Example #2

Name

Address

City, State, Zip

Phone Number

Email address

Dear Employer,

My fascination with 'how things work' began in 1980 when my father purchased an Atari 800. To this day, I still believe it was superior to the Commodore 64 and Apple IIe with its whole 8k of memory, expandable to 48K! However, back in the day, the Atari was Cadillac of computers. Soon after we purchased this titan of a machine, I began an adult education class in BASIC programming at the age of 11 and my love of figuring out what made things 'tick' was born. The happiest working adults are the ones that build their careers on doing what they loved as children. With that said, allow me to present myself for employment.

I have been involved with many types of industries and settings, as well as a diverse group of coworkers. My previous employers include a plastics extrusion company, a high volume auto supplier, and an aerospace machining company. I have enjoyed a variety of jobs within my previous employers and have had the most job satisfaction in the design and engineering fields.

If you have any question or need more information, please feel free to contact me at any time. I look forward to hearing from you and I thank you for your time.

Sincerely,

Jane Doe