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COVER LETTER SAMPLE – ADVANCED

**Peter Samuels**

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[Date]

[Name of recipient]

[Job title of recipient]

[Organization]

[Address]

[City, State, Zip]

Dear Mr. (or Ms.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ :

During my 10-year career as a public official, I have acquired broad experience and honed diverse skills that I believe will be of interest to the Town of West Milton. My background, highlighted in the enclosed resume, demonstrates that I possess the necessary strategic planning, financial, project, and people management capabilities that would qualify me to serve as your community’s Town Administrator.

What do I offer?

* More than 10 years of municipal government experience as a Selectman and Chair governing the Town of Southington, which is complemented by concurrent private-sector management experience
* Proactive leadership with proven ability to inspire cooperation, communication, and consensus among personnel and other groups
* Development and administration of $10 million budget as well as planning and overseeing multiple projects to meet community needs

Examples of my accomplishments:

* Leadership of several town revitalization projects providing key services
* Negotiating tax incentive financing agreements for retaining and attracting employers
* Sound fiscal management that includes improved benefit programs without cost increases

This position as Town Administrator is particularly exciting to me for several reasons. As a native of the community, I am familiar with the area’s demographics and general issues facing West Milton. In addition, I still consider the community my “home” as I have an extended family living in the area, am a property owner, and would love to be a resident of the community once again.

I have always had a passion for municipal government service and would enjoy making it my full-time career. Therefore, I welcome the opportunity to discuss my qualifications and the contributions I would make as your community’s Town Administrator. Thank you for your consideration.

Sincerely,

*Signature*

***For a cover letter that will be emailed,*** *omit the heading and date, and use the text of the cover letter as the message of your email.* ***Do not*** *send the cover letter as an attachment, but* ***do*** *attach your resume.*

\*Adapted from *Gallery of Best Cover Letters* by David F. Noble, Fourth Edition