**WRITER COVER LETTER**

May 11, 20XX

John Smith  
Director, Human Resources  
Acme Office Supplies  
123 Business Rd.  
Business City, NY 54321

Dear Mr. Smith,

I'm very interested in your job posting for a business writer. In my position as Business Representative for Union Local 80, I wrote feature articles for the website, managed content, and wrote a weekly email newsletter to subscribers.

While Legislative Director for Assemblywoman Susan Smith, I researched, drafted, and amended legislation, wrote press releases, and was responsible for office communications and correspondence.

I also have extensive experience writing freelance articles on labor issues, which, I believe, would be an ideal match for this position. Published articles are available for your review upon request, and I've included with this letter additional writing samples and my resume. I look forward to hearing from you and thank you for your consideration.

Sincerely,

Signature**(hard copy letter)**