**SAMPLE EMAIL COVER LETTER**

Eric Applicant
Anytown, CA, 12345
111-111-1111

May 1, 2018

Jeremy Lee
Manager
Business City, NY 54321

Dear Mr. Lee,

I am interested in the part-time position at Sarasota Saddlery, as advertised in The Sarasotian. I have extensive equine experience as I have worked with horses for over nine years. Not only have I shown and ridden horses, but I have also assisted in multiple barns. Through working with horses, I have acquired a thorough knowledge of horses, tack, and equine apparel for both horse and rider.

While I have equine experience, I also have excellent communication skills and an aptitude for customer service. My experience as a volunteer at Sarasota Hospital made it necessary for me to focus on providing quality customer service, and also enabled me to work with all types of people. I believe that my communication skills, partnered with my equine knowledge, would make me an asset to your company.

Thank you for your consideration. I can be reached at 111-111-1111 or yourname@email.com. I look forward to hearing from you soon.

Sincerely,

Eric Applicant **(signature hard copy letter)**

Eric Applicant