**Sample Cover Letter**

**Royan Johnson**

Snellville, GA 30078

Phone: 770-262-0000

Email: [Jobhunter@Gmail.com](mailto:Jobhunter@Gmail.com)

Wesley Lewis

Human Research

Johnson & Co

2300 Snellville, Ave

Snellville, GA 30078

Dear Mr. Lewis:

My interest in the position of Masonry Supply Manager at Johnson & Co has prompted me to forward my resume for your review and consideration.

During the past 6 years, my experience has been concentrated in the supply and warehouse industry with a paper supply company. During my six years as General Manager, I took an old-line business, which had undergone several years of underperformance and reversed the trend. I upgraded the company’s image, and customer and vendor relations, which subsequently increased the sales volume and bottom line profits by over 300%.

I am presently looking for a position where my experience will make a positive contribution to the startup and continuing profitable operation of a business in which I am so well experienced.

I will follow-up with you in a few days to further discuss my application and to provide any additional information that you might need for me. I may be reached at 770-262-0000 between 9 A.M- 5 P.M weekdays. You can also send an email to [Jobhunter@Gmail.com](mailto:Jobhunter@Gmail.com) at any time. I look forward to hearing from you soon.

Sincerely,

Royan Johnson

Royan Johnson

Enc. Resume