

## Sample cover letter

Marcus J. Dorman  
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November 21, 2017

Mr. Brian Jones  
Human Resources Specialist 1  
Department of Civil Service  
Albany, NY 12239

Dear Mr. Jones:

Please accept my resume for the Secretary 1 (vacancy ID #32214) within the Bureau of Financial Administration. I am currently an Office Assistant 2 and meet the qualifications for transfer via Section 70.1 of the Civil Service Law.

I have over five years of experience as an Office Assistant 2, three of which was in a Budget Office. I enjoy a fast-paced environment and love working as part of a team. I am eager to bring my varied experiences and enthusiasm to this position.

Enclosed is a copy of my resume which further details my diverse work history and experience. Thank you in advance for your consideration. I look forward to hearing from you.

Sincerely,

Marcus J. Dorman

Enclosure: Resume