Making a cover letter can sometimes be difficult especially if you have not done one yet. A cover letter is an important part of your future job because this serves as the basis on why you will be hired. An interesting, appealing, and honest cover letter will work well for any employer. A good resume cover letter should be brief and optimistic. When writing one, you should also avoid negative words and be able to prove your claims.

Here is a sample of an ideal cover letter.

June 18, 2008

Mr. Howard Taylor

Taylor and Taylor Lawyers

805 Road Street

Irwindale, California

Dear Mr. Taylor:

As a practicing lawyer who has years of legal experience, I can contribute significantly to your law firm. Through year of legal practice, I have acquired a wide range of legal skills and useful business knowledge. I have gained a wide range of these skills from private litigations and public prosecution.

I have attached my resume for you to review my credentials. If you are searching for and accomplished and reputable legal professional who can work as an effective part of your team, feel free to contact me.

I look forward to hearing from you.

Regards,

Kim Chase

Enclosure: Resume