

*****SAMPLE COVER LETTER*****

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Victor Mansfield
President
Mansfield Architects
7171 Kodiak Way
Salmon Falls, Washington 44444

Dear Mr. Mansfield:

It was a pleasure speaking with you today and meeting you at the Salmon Falls Small Business Expo. As I mentioned, I am currently exploring new opportunities in the field of small business development and realize that you may be able to help.

My specialty is in planning and developing small businesses in rural areas. In all of my experiences, my emphasis has been networking with the community, assessing the needs of potential entrepreneurs, and developing small business plans. Since you are a member of the Salmon Falls Chamber of Commerce, you may have a better idea of the community needs, or be able to advise me on where to direct an inquiry.

Several copies of my resume and business card are enclosed – feel free to share them with any of your associates who may be interested.

Any assistance or advice that you can give me would be greatly appreciated. I know that you are very busy, and I appreciate your help. I look forward to speaking with you again.

Sincerely,

Joseph Silver Bear
Small Business Development Specialist

Enclosures

****Courtesy of American Indian Science & Engineering Society (AISES)****