

EXAMPLE 1: FREELANCE RESUME COVER LETTER

(Contact Person)

(Title)

(Company Name)

(Company Address)

Dear (Co Contact Person)

To whom it may concern,

I am honored to submit this proposal to polish and edit your Resume and Cover Letter! I am thrilled to have run across your listing and excited to provide you with the quality and service you deserve!

With over 12 years of freelance creative writing experience, I am confident in my ability to utilize the perfect words which emphasize your creative skill sets. Not only will the content highlight your strengths and experience, but I will also ensure consistency throughout the text. I am Certified in Resume and Cover Letter Writing and have a niche for filling in the gaps. My strong attention to detail also minimizes the risk for grammatical and punctuation errors. I am very flexible and have strong communication skills. I've mastered deadlines and time-management so completing this project in less than one month is certainly doable for me.

Thank you for the opportunity to submit this proposal. I have enclosed my resume for consideration, and I am looking forward to doing business with you!

Sincerely,

Marlowe Boyd

Marlowe Boyd