

Cover Letter

Contact
Information

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**Inside
Address**

(Pastor Eugene Anderson / Search Committee / Ms./Mr. Other)
Faith Congregational Church
2415 Honeycutt Avenue
St. Louis, MO 43789

Salutation

Dear **(Pastor Anderson / Search Committee/ Ms./Mr. Other):**

**First
Paragraph**

(Who you are and why you are writing / knowledge of reader's workplace)

I would like to introduce you to an individual who believes nothing is more satisfying than meeting families who desire to work through difficult life issues using Biblical principles as their guide. **[Should arouse interest.]** My Master's degree in Children and Family Ministry at Bethel Seminary in St. Paul, Minnesota will be finalized in May 2009. All this has been in anticipation of fulfilling my passion to serve within a church as a Children or Family Pastor, or in a parachurch organization that values and has incorporated this outreach within its mission. I am familiar with the Congregational denomination having grown up in the midwest in a congregation much the size of yours and have enjoyed a rich spiritual experience under its guidance and direction.

**Second
Paragraph**

(Your skills and how you are uniquely qualified for this position; paragraph or bullets; address specifics in job description)

My work ethics could be characterized as a dedicated, hard working, productive individual with experience and expertise as a ministry leader. I am able to work independently, but prefer to engage team members in developing life-changing ministry to partner and assist parents with the spiritual development of their children. All of my experience has taught me the value of effectively and efficiently planning and organizing work to achieve a common goal, and I possess excellent interpersonal skills to supervise and encourage families along the journey.

**Third
Paragraph**

(Why they should hire you; may be combined w/Paragraph 2)

These accomplishments will enable me to meet the challenges and ensure the success of the outreach ministry of Faith Congregation Church. My desire is to serve God in a Christian community such as yours, and I believe God has uniquely qualified me for this service.

Closing

(What action you are going to take)

Enclosed is my resume summarizing my experience, talents, and accomplishments. I will contact you early next week to arrange a convenient time for us to meet. Thank you for your time and consideration. I look forward to having a conversation with you soon.

Sincerely,

Robert Neeson

Enclosure: Resume