

Sample Cover Letter

Your street address
City, State, Zip Code

Date

Mr., Mrs., Ms. Employer
Title of Employer
Company
Street Address
City, State, Zip Code

Dear Employer:

1st Paragraph (Opening): State why you are writing this letter. Explain how you heard about the position. Tell why you are interested in working for the company.

2nd Paragraph (Main body): Present your strongest and most relevant qualifications. Expand on information presented in your resume. Use specific examples demonstrating what you can bring to the company.

3rd Paragraph (Closing): Keep your tone confident, and make a specific request for an interview. State you will follow-up with a phone call (Allow at least one week from the day you mail the letter). Thank the potential employer for any consideration given to your application.

Sincerely,

(Your signature)

Typed Name

Enclosures: (i.e. resume)