

YOUR NAME

Mailing Address
Telephone Number and E-Mail Address

PROFILE

- Brief Summary of Qualifications, Knowledge, and Credentials
- Overview or Highlights of Experience
- General Statements and Remarks about Skills and Capabilities
- List of Personal Traits and Attributes

EDUCATION

NAME OF INSTITUTION - Location/Dates

- Degree, Certification, Diploma, Major, Minor
- Coursework, Subject Matter, Internships
- Scholarships, Honors, Awards, Achievements, Extracurricular Activities, Clubs

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EXPERIENCE

NAME OF COMPANY - Location/Dates

- Job Title
- Description of Duties, Tasks, Responsibilities, Training
- Highlights of Experience, Specific Skills, Achievements, Special Projects

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NAME OF ORGANIZATION - Location/Dates

- Title, Official Capacity, Nature of Membership
- Involvement, Participation
- Description of Duties, Specific Skills, Special Projects

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COVER LETTER TEMPLATE - 001

YOUR NAME

Mailing Address
Telephone Number and E-Mail Address

Date

Name of Contact, Title
Company
Address
City, State, Zip Code

Dear Mr./Ms. _____:

Paragraph One. State your objective in specific terms, including the name of the organization. Express your desire to explore career opportunities in a particular area of interest, in a specific job function, or in a designated department.

Paragraph Two. Give a brief summary of your qualifications by citing your relevant credentials, education, knowledge, experience, activities, and skills. Mention unique attributes that set up apart from the competition.

Paragraph Three. Express an interest in learning more about the company and exploring specific opportunities. Request an interview or meeting. Indicate that you will follow up with a telephone call. Thank them for their consideration.

Sincerely,

Your Signature

Your Name