

Model of a Cover Letter

Your address
City, St Zip
Date

Contact Person
Title
Organization
Address
City, ST Zip

Dear (Contact Person),

Opening Paragraph – Introduce Yourself & Make a Connection with the Company

Second Paragraph – Highlight Your Skills, Experience, & Knowledge of Company

Third Paragraph – Thank You & Follow-Up, Don't Forget Phone Number

Sincerely,

Signature
Your Name Typed

Enclosures: Resume