

How to Write a Cover Letter

Your Name
Street Address
City, State Zip
Telephone Number
Email Address

Date

Company Name
Contact Person's Name
Company Address
City, State Zip

Dear Mr./Ms. So and So:

The opening paragraph should state the job or position you are applying for and how you found the job opening.

The second paragraph should explain why the company should hire you and why you are interested in the position. Point out achievements, qualifications and your academic background, if applicable. This information should be different from the information already stated in your resume.

In the final paragraph explain that you have enclosed your resume and request an interview. State that you look forward to hearing from them.

Sincerely,

Your Signature in **BLACK INK**

Type your name

[View](#) [link to Sample Cover Letter pdf] a sample Cover Letter

Write your own draft cover letter and earn **one Gift Card!**