Cover Letter Instructions

Your street address City, State, Zip Code Date Try to find the name Recipient's full name with salutation (Ms., Mr., Dr., etc) Their job title and contact Company name information for the Work street address City, State, Zip Code Greeting (Dear Ms. Smith:) The **first paragraph** should indicate why you are writing the letter, the job opening you are applying for, and how you heard about the opening. Usually consists of 2-3 sentences. The **second paragraph** should state why you want to work for that company, what specific skills you have that qualify you for the position, relevant training, This paragraph can previous experience which makes you stand out above the rest, and why you also be formatted are looking for a job. Focus on your skills, education, experience, and character. as a list of bullet Pick your brightest attributes that relate to the position for which you are applying. Let potential employers know about the positive things your points highlighting managers and teachers have said about you in the past. Usually consists of 3-5 your skills for the sentences. position. Third paragraph: Restate your interest in the position. Remind the reader of your phone number and state that you look forward to meeting him or her. You may tell them that you will initiate the follow-up. Just be sure that you do make contact when you say you will. Thank the reader for his or her time and consideration. Sincerely, Sign Your Name Here Your full name typed out Proofread your cover letter and

Enclosure

resume...don't rely on spell