

What is a Cover Letter?

A Cover Letter is a letter you make up when you are sending your resume and your job application to a prospective employer. Here is a simple sample Cover Letter.

Your name and address at the top of the page or use your stationery if you have some with your name and address at the top

Date of letter

Prospective Employer
Address of Employer

Dear _____ (Prospective Employer's Name),

I am very interested in the job you have listed in the classified section (or wherever you heard about the job) for the position of _____.

I have experience related to this position and I am interested in having an interview with you. (You can use your "The Job I want and My Job Qualifications" statement here)

I am enclosing my resume and job application for you to review for this position.

Thank you for your time and consideration of my resume and application for this position.

Sincerely Yours,

(Sign your name)