

COVER LETTER SAMPLE

Your name
E-mail Address
Date

Name of Person
Company Name
Street Address or P.O. Box
City, State, Zip

Salutation: (Dear Mr./Mrs./Ms. _____)

The first paragraph should indicate the position you are interested in and how you heard about it. Use the name of the contact person here, if you have one.

Example:

I am writing in regards to the internship opportunity as a (*position*) with your company/organization. Mrs. Kirby, my Internship Coordinator at Da Vinci Charter Academy, told me about the position.

The second paragraph should relate your experiences, skills, and background for the particular position. Refer to your enclosed Resume for details and highlight the specific skills and competencies that could be useful to the company.

Example:

During the past year, I worked as an office assistant and was able to organize the appointment book, answer the phones, and create a weekly newsletter. I understand that your opening includes responsibilities for answering phones, scheduling appointments, and filing paperwork. As an office assistant, I was able to successfully complete all tasks given to me, and frequently helped out with other projects as well.

The third paragraph should indicate yours plans for follow-up contact and that your resume is enclosed.

Example:

I am excited about the opportunity to meet you, and discuss how I might be of value to your company, and what I might learn from this experience. I have enclosed a resume indicating my education and work experience, as well as the e-mail address where I can be contacted. I look forward to speaking with you soon.

Sincerely,

Sign Here

Type First and Last name