

SAMPLE COVER LETTER

Your Name
Your Present Address
City, State, Zip Code

Date of Writing

Name
Title
Company
Street Address
City, State, Zip Code

Dear _____:

1st paragraph – Tell why you are writing; name the position or field, or general vocational area about which you are asking. Tell how you heard of the opening or organization.

2nd paragraph – Mention one or two qualifications you think would be of greatest interest to the employer, slanting your remarks to the reader's point of view. Tell why you are particularly interested in this company, location, or type of work. If you have had related experience, or specialized training be sure to point it out.

3rd paragraph – Refer the reader to the enclosed application form, resume or questions you have regarding their company or occupation your research.

4th paragraph – Close the letter by making a specific request for an interview, suggesting dates and times. If you feel uncomfortable scheduling interview times, merely request they contact you at their earliest convenience. You may also state you will call them within the week to make sure there are no further questions. If your request was for further information, inform them they can respond by either e-mail or through US mail. If you are requesting information sent through the mail, make sure you include a self-addressed, stamped envelope.

Sincerely,

(Your handwritten signature)

Type your name

Enclosure (if enclosing resume or other materials)