



SAMPLE COVER LETTER TEMPLATE

Your Return Address
City, State Zipcode
Date

(4 SPACES)

Employer's/Hiring Manager's Name
Title
Company
Address
(2 SPACES)

Dear Mr. (or Ms.) Person's Last Name:
(2 SPACES)

First Paragraph (Why I'm Writing): Provide your reason for the cover letter including the position title or type of work and the source from which you obtained the opening (CareerQuest, internet job board, friend, employment service). Be sure to arouse the employer's interest and include one tidbit about what you can offer the company (i.e. education experience, etc.).

Middle Paragraph(s) (How and Why I'm Right): Explain why you are interested in the position, the company, its products or services. Be sure to relate yourself to the company, proving that you a good match for the position. Focus on what you can do for the employer, not what the employer can do for you. You can also cite personal characteristics with ways you could use them on the job. Try not to repeat the same information the reader will find in the resume.

Final Paragraph (How to Me or What Steps I'll take to Contact You): Focus on action in the closing paragraph. Request an interview and thank the employer for their consideration. Provide contact information including your phone number and email address. Finally, close your letter with a statement or questions that will encourage a response. Be sure to mention your resume if it is enclosed.

(2 SPACES)

Sincerely,

(4 SPACES for handwritten signature)

(2 SPACES)

Your typed name