



Sample cover letter

Your name
Street address
City, State ZIP code
Phone number

Date

Name of contact person
Contact person's job title
Name of organization
Street address
City, State ZIP code

Dear Mr. / Ms. _____,

First paragraph: State your purpose for writing. Name the job you are applying for, or type of work you are asking about. Mention how you learned of the opening.

Example: "I am writing to apply for the position of Counter Attendant at Soul's Department Store, which I found out about from Brittany Smith, a Counter Attendant at your downtown store."

Second paragraph: Explain why you'd like to work for this employer and how you fit the job. Include something special or unique about yourself that will benefit the employer.

Example: "I enjoy working with customers, and often shop at Soul's, since it's one of my favorite stores for shoes and accessories. Waitressing for six months at Red Lobster, I learned how to make a positive impression on customers, track complicated orders, and balance my receipts and change accurately."

Third paragraph: Say that your resume is enclosed and what the next step is. If you have a busy schedule, state when you are available to talk with them, or just say you can meet when it's convenient for them. Thank them.

Example: "Please find my resume enclosed. I look forward to hearing from you about this position or to schedule an interview at your earliest convenience. Thank you for considering my application."

Sincerely,

(Your Signature in blue or black ink)

Your name typed out

Enclosure

Be sure to proofread and correct any errors before you print out your cover letter and send it.

[NOTE: You don't need a signature if sending via email, just type out your name in the same font. If you are uploading your resume online or emailing you don't have to add the word "Enclosure". Usually use 11-12 point font for resume.]