

Your Address
Your Phone
Date

Contact Person's Name
Their Title at Work (if you know it)
Company Name
Address
City, State Zip

Dear Mr./Ms. _____:

#1 – In this paragraph you tell why you are writing. You want to get their attention and get them interested in YOU as an employee. You might want to show them that you know their company.

#2 – In this paragraph you want to tell them about your qualifications. Tell them what job you are interested in and why you think you are a good fit for this job.

#3 – In this paragraph you are going to tell them about your education and the skills you have that qualify you for the job. If you don't have a lot of work experience, you can tell them about extracurricular activities that you are involved in that would relate to the job.

#4 – Ask the employer for an appointment to be interviewed, and let them know the best times that they can reach you to set up that appointment.

#5 – Use this final paragraph to thank the person for their time and consideration.

Sincerely,

Sign Your Name Here
Type Out Your Name Here

Cover Letter Hints:

- Personalize the letter whenever possible (use people's names – make sure to spell them correctly!)
- Check your spelling and grammar – if you aren't sure, ask a friend to double check it for you.
- Don't mention salary in your letter.