

Your Name
Your Address
Your City, State Zip
Your Telephone Number

Today's Date (spell out month, day, year)

Interviewer's Name
Professional Title
Organization Name
Mailing Address
City, State Zip

Format your cover letter with the same spacing as on the resume.
See page 13.

*Student
Temp
Date*

Dear Mr. or Ms. Business interviewer's Last Name:

First Paragraph (state the reason for the letter)

Briefly state what position you are applying for and how you heard of the opening. Create a statement that establishes a connection with your reader and you.

Sample lead in statement:

I would like to express my interest in the position of (...) recently posted on your website.

I have always had an interest in (...) and was thrilled to see your newspaper ad for the position of (...).

Second Paragraph (Give a brief summary stating why you feel you are prepared for this position.) State relevant points about your qualifications for the reader. You may incorporate a column or bullet point format here.

{Refer back to your **resume** and the *skills, achievements, and work experience* for this information}

Third Paragraph (This is the closing stating where you can be reached, ask for a response, and thank the interviewer.) Initiate action by explaining what you will do next, example(s):

I can be reached by phone or email and look forward to hearing from you at your earliest convenience.

I look forward to hearing from you, and am excited to meet with you to discuss opportunities with **(Company name here)**. Thank you for your time and consideration

Please contact me at your earliest convenience. I am eager to further discuss opportunities with **(Company name here)**. Thank you for your time and consideration.

Sincerely,

Your Handwritten Signature □

Your Name (Typed)

Enclosure: resume