

Sample Cover Letter

Your name
Your return address here
City, State Zip

Date

Recipient's Address
Recipients Title
Address
City, State Zip

Dear Mr. or Ms. Name,

Paragraph 1

State the reason for your letter, with enthusiasm. Include the job title and how you became aware of the position. Refer to any previous contact you have had with the employer.

Paragraph 2

Discuss your skills and accomplishments. Explain how your skills, experiences, educational background, and personal characters match the requirements of the job.

Paragraph 3

Explain why you want to work for the company, what you know about the organization and its needs, and what motivates and interests you about the job.

Paragraph 4

Thank the employer for their consideration and express your interest in being granted an interview. Share your action plan and follow through with what you state.

Sincerely,

Your Name

Enclosures: Resume
References