Your Address

City, State Zip Code

Date

Contact’s Name

Title

Company Name

Address

City, State Zip Code

Dear Mr./Ms. (Contact’s Last Name):

Get the employer’s attention in the opening paragraph and arouse interest in you. When indicating your reason for writing the letter, indicate where you received information about the vacancy or position.

In your middle paragraphs, give details of your background that will show the reader why you should be considered as a candidate. Create desire on the part of the reader.

Refer the reader to your general qualifications on your enclosed resume or other materials. Use as much space as needed to tell your story, but keep it brief and to the point.

In your closing paragraph, ask for action. Ask for an appointment suggesting a time when you will be available. A positive request is harder to ignore than vague hope.

Sincerely,

Your Handwritten Signature

Your typed name

Enclosure

***Cover Letter Tips:***

* *Always enclose a cover letter when you mail your resume*
* *Your cover letter should be brief-no more than one page in length*
* *Cover letters should be individually typed and signed and should follow standard formatting for business letters, such as the sample that appears on this page*
* *Proofread your letter carefully for typographical and grammatical errors*