

Cover Letter Template

Sample 1

Your street address
Your city, State Zip code

Month, Day, Year

Mr. /Ms. /Dr. Name Title
Name of company/organization Company
address City, State, Zip code

Dear Mr./Ms./Dr. Last Name:

Paragraph 1: Answers “Why am I writing?”

- Identify the position and the company
- Indicate how you learned about the position
- Request the employer’s consideration"
- Introduce basic information about yourself

Paragraph 2: Answers “Who am I, and why should you hire me?”

- Contain a brief summary of your personal data and work experience.
- Relate your skills, experiences, and qualities that would benefit you in this position.

Paragraph 3: Answers “What is my next step?”

- Refer the reader to your enclosed resume
- Reiterate your interest in the position
- Specify how you will follow up

Sincerely,

Your signature

Your name
Telephone number
Email address

Cover Letter Template

Sample 2

Your street address
Your city, State Zip code
Telephone number
Email address

Month, Day, Year

Mr. /Ms. /Dr. Name Title
Name of company/organization Company
address City, State, Zip code

Dear Mr./Ms./Dr. Last Name:

Paragraph 1: Answers “Why am I writing?”

- Identify the position and the company
- Indicate how you learned about the position
- Request the employer’s consideration"
- Introduce basic information about yourself

Paragraph 2: Answers “Who am I, and why should you hire me?”

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- Relate your skills, experiences, and qualities that would benefit you in this position.

Paragraph 3: Answers “What is my next step?”

- Refer the reader to your enclosed resume
- Reiterate your interest in the position
- Specify how you will follow up

Sincerely,

Your signature

Your name