

## COVER LETTER

Your present address  
City, State Zip Code

Date

Mr./Ms. \_\_\_\_\_, title

Name of Company  
Street Address  
City, State, Zip

Dear Mr./Ms. \_\_\_\_\_:

1st paragraph - Explain why you are submitting your resumé. State the position for which you are applying. Mention how you heard about the opening: newspaper, name of person who referred you, etc.

2nd paragraph - Tell why you would be qualified for the position; mention specific qualifications or experiences you have that may be pertinent to the position. Tell of any particular interest you have in the company, location, or position. Point out relevant information that may not appear in your resumé.

3rd paragraph - Mention your enclosed resumé and any other relevant information. May omit and choose to include this sentence in the last paragraph.

4th paragraph - Express interest in an interview; indicate best time to contact you or suggest you will call to set up an interview time. Your closing should encourage a specific action by the reader.

Sincerely,

(Handwritten Signature) (4spaces between Sincerely and the Typed Signature)

Typed Signature