

RE-ENTRY EMPLOYMENT SERVICE PROGRAM

Reducing recidivism through employment



Cover Letter

Name of letter recipient

Company Name

Company Address

City, State, Zip Code

Dear _____:

(Preferable to use person's name; if not – Dear Human Resource Manager:

Dear Sir/Madam:

To Whom It May Concern:

Introductory Paragraph: With this letter I wish to express my strong interest in seeking employment with *(name of company)* as a/an *(name of position)*. I saw the position listed in _____ *(website, etc....or)* I heard about the position from _____ *(name of person referring you)*. My resume is attached for your review and consideration.

Explanation of skills and interests: Through my work experience I have developed *(use skill words listed in the want ad)*. *(Give an example of how you developed or used the skills listed in previous sentence.)* I am interested in this position because...*(explain what you like about this type of work or what interests you have that make you a good fit for this job)*.

Closing statement: The above information provides an introduction to my abilities. I would welcome an opportunity to meet with you to discuss the ways I can contribute to *(Name of Company)*. Thank you for your time and consideration, and I look forward to hearing from you in the near future.

Sincerely,

(Sign your name)

(Type your name)