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)