

RESUME WRITING Handout 2 Sample Cover Letter

Cover Letter is Altered Size

SAMPLE COVER LETTER
(limit yourself to one page)

Date

Individual's Name
Title
Name of Business
Street Address
City, State Zip

Dear Mr./Ms. _____,

Paragraph 1: State the reason why you are writing. For example, name the specific position or type of work you are applying for. Also mention how you found out about the position (newspaper, someone you know informed you of an opening, etc.)

Paragraph 2: Explain why you are interested in working for this employer and explain how you are PERFECT for this position. Repeat relevant information from your resume and include something special about yourself that is not visible on the face of your resume.

Paragraph 3: Ask to meet with this employer for an interview at his or her convenience. Thank the employer for his time and consideration.

Sincerely,

Sign your name in black or blue ink (leave space for it!)
Type your name
Your Street Address
City, State Zip
Your area code and phone number

REMEMBER: Your cover letter is also a sample of your writing capabilities!
PROOFREAD, PROOFREAD, PROOFREAD!!!

(Place in binder)