

Use a 2 inch Top Margin, 1 inch Left, Right and Bottom

Sample Cover Letter

Your Street Address

City, State Zip

Current Date – Use the date and time feature, under the Insert Menu (Month DD, YYYY)

Name of person you are writing to

Title

Organization Name

Street Address

City, State Zip

Dear Mrs./Ms./Mr. _____

Opening Paragraph: State the reason for writing. Name the specific position or type of work for which you are applying. Mention how you learned of the opening.

Middle Paragraph(s): Explain why you are interested in working for this employer and specify how you are PERFECT for this position. Do not only repeat the information on your resume. Include something special or unique about yourself that would “benefit” the employer. If you have had related experience, or specialized training, be sure to point it out. If possible, show the employer how your skills match those in the job announcement or advertisement. This is the place to “sell” your skills and abilities to the potential employer. Remember, the reader will consider this an example of your writing skills.

Closing Paragraph: Indicate your desire to meet with the employer. You may want to suggest alternate dates and times, or simply advise them of your flexibility to the time and place. Include day and evening contact information. Be sure to communicate your plan to follow up. You might state that you will be in the area on a certain date and would like to set up a meeting, or you will call on a certain date to set up a meeting. Never leave it up to the employer to get in touch with you. Finally, thank the employer for their time.

Sincerely

Sign your name in blue or black ink

Your Typed Name

Enclosures