

# MODEL COVER LETTER

↓ **1" from the top of the page / one inch margins around the entire page**

Your present address

City, State Zip Code

(1)

Date

(1)

Contact name

Contact job title

Company name

Company street address

City, State Zip Code

(1)

(2)

Dear (Mr. or Ms.) Contact Last Name Only:

(1)

In the first paragraph your objective is to get the reader's attention and describe the position you're interested in. Tell them why you are writing, you should state what job you are applying for and how you learned about it. Use your own words; don't copy those of a sample letter. This paragraph should be brief, perhaps two or three sentences.

(1)

The second paragraph should outline your qualifications for the position and focus on the most relevant aspect(s) of your background. Describe two or three of your central qualifications that make you a good candidate for the job. Indicate how your education, experiences, and skills may benefit the employer. Be sure to keep the focus on what you can do for them, not what they can do for you. The best cover letters also include examples of accomplishments and quantifiable results. Don't be too wordy, and don't try to repeat every thing that is on your resume.

(1)

The closing paragraph is where you; refer the reader to your resume for further detail, indicate your willingness to provide additional information upon request, request a meeting or personal interview, mention that you look forward to hearing from them. Explain how they can reach you, and thank them for taking the time to consider your application.

(1)

(2)

Sincerely,

(1)

(2)

(3)

(4)

Type your name

(1)

Enclosure

← **Sign your name here, in black ink**