

Model Cover Letter

Full Address

Date

Name

Title

Company Name

Full Address

Dear _____:

Try to arouse the employer's interest in reading your letter by mentioning briefly something for which you are preparing or have accomplished that relates to the type of work for which you are applying. Tell where you heard of the opening, or why you have selected this employer for your inquiry.

Describe your interest in the position, in the field of work, or in the organization. If you have work experience, be sure to mention pertinent data or accomplishments to show that you have specific qualifications in the field or for the particular type of work.

Refer the employer to your resume. Expand on anything in it that relates to the job or employer. Indicate that you are willing to provide additional data.

The closing paragraph should suggest your eagerness to arrange an interview. Include your telephone number and the hours when you are most likely to be there. Ending your letter with a question may encourage a more prompt reply.

(Sincerely, Very truly yours)

(signature)

Full name, typed