

Sample Cover Letter Layout

Your Address
City, State, Zip
Date

Individual's name
Employer's/Company's Name
Street Address
City, State, Zip

Dear:

FIRST PARAGRAPH: State the reason why you are writing. Explain the type of work you are interested in, and state how you learned about the employer and/or the specific job opening.

SECOND PARAGRAPH: Be specific about why you are interested in the position. Briefly summarize some of your strongest qualifications to do the work. Remember to consider this from an employer's point of view. Show what you have to offer the employer; don't merely daydream about what the employer can offer you.

CLOSING PARAGRAPH(S): Refer the reader to the resume (or application form) you are enclosing. Declare your interest in an interview and offer to provide further information upon request. Invite a response by asking a question and/or indicating what follow-up you have in mind.

Sincerely,

Your name (typed)

Enclosure