Your name

Your address

City, State, Zip

Date

Person, (Always make an effort to get the name of the person the letter is to go to)

Title of Person sending resume and cover letter to

Company Name

Address

City, State, Zip

Salutation (example: Dear Ms. Smith):

First paragraph. Explain why you are writing, the specific position you are applying for and how you learned about it. Be concise.

Second paragraph. Describe briefly without repeating your resume, why you are interested in the position. Indicate how you are qualified and why in terms of personal characteristics, interests, career goals, that this position would be a great one for you and how you would be an asset to the employer.

Third paragraph. Note that you are enclosing your resume and look forward to hearing from the employer about this opportunity. How you can be reached and when you could be available for an interview.

Sincerely,

Enclosure