

Cover Letter Sample

Your Name
Street Address
City, State
Zip Code
Phone Number

Date

Individual's Name
Job Title
Name of Organization
Street Address
City, State Zip Code

Dear (Name of Hiring Manager),

FIRST PARAGRAPH: State the reason for writing the cover letter. Name the specific position for which you're applying. Mention how you learned of the job opening (optional).

Ex: My name is Annie Sue and I am interested in speaking with you regarding the analyst position with Red Medical. My research experience have prepared me well to make a significant contribution to your organization. I learned about the opportunity of Jobs.com.

SECOND PARAGRAPH: Explain why you're interested in working for the employer and specify how you're a great fit for the position. Review the job posting and provide example of how your experience matches well with the job and/or internship. Be sure not to repeat information from your resume.

Ex: My professional experience and industry knowledge makes me a strong candidate for this job role. Having researched your company, I understand the company's specified audience and responsibilities. Not only have I previously worked within this industry segment but I have an in-depth understanding of the region and surrounding counties.

THIRD PARAGRAPH: Mention that your resume is enclosed and indicate your desire to meet with the employer. You may want to suggest your availability to further discuss the position. Be sure to communicate your plan to follow up and conclude by thanking the employer for his or her time.

Ex: I would love to have the opportunity to interview with your company and explain my capabilities in more detail. I can be reached at (xxx)-xxx-xxxx any time of normal working day. Thank you very much for your time and consideration.

Sincerely,

Your name