

Basic Cover Letter

If used with an emailed resume, omit top Name, Address, etc., section and also the “enclosure” note at the end of letter

Your Name
Your address
City, State Zip
Your Phone Number and/or E-mail

Date

Contact Name
Human Resources Manager
Company Name
Company Address
City, State Zip

Dear Ms. (Name): (or Dear Human Resources Manager:)

I am writing concerning a (give the job title) position with your organization. I have a particular interest in working for your company and would appreciate being considered as a candidate for employment.

I have (give number) years experience as a (give the job title, titles, or name a relevant broad skill area). I am familiar with (list relevant areas of knowledge). My skill set includes (list relevant skills). I have a (give name of degree or certificate). My strengths are my (name a strength) and my (name another strength). I am hard working and dependable with a variety of skills and common sense.

Enclosed is my resume. I hope it will be helpful in evaluating my qualifications for a position. Please feel free to contact me at your earliest convenience to arrange for an interview. I look forward to meeting with you to discuss your requirements for this employment opportunity.

Thank you for your time and consideration.

Sincerely,

Your Signature

Your Typed Name

Enclosure