

COVER LETTER FORM

Your number and street
City, State, Zip
Today's Date

Name, Title of Employer
Name of Company
Number and Street
City, State, Zip

Dear + last name of employer:

Tell where you hear about the job, the purpose of this letter and why you are interested in the position. (Show enthusiasm and interest)

Give a short, interesting summary of your qualifications for the job. (Try to match your qualifications to the skills that may be needed for this position.)

Repeat your interest in the position and how you may be reached, or when you will contact them.

Closing
Your signature
Type your name