

Current Date

Employer's Name and Title

Company Name

Company Address

City, State Zip Code

Dear Ms. Employer's Last Name:

Your first sentence should tell how you found out about the possible job or internship opening. In the remainder of the paragraph, you should express interest in a specific position or a particular kind of job and state that you have enclosed a resume.

In the second paragraph call attention to your specific relevant qualifications, soft skills, and possible knowledge of the organization. Remember that the purpose of the cover letter is to convince the employer to read your resume. Keep your letter short and professional.

Use the third paragraph to request an interview in a manner that suits your style and takes into consideration the organization and the kind of job or internship for which you are applying. End the letter by thanking the person for their consideration.

Sincerely,

*Sign your name here*

Your Name (typewritten)

Your Address

City, State Zip Code

Telephone Number

Email

Enclosure