

SAMPLE COVER LETTER TEMPLATE

Your Return Address Oty, State Zipcode Date

(4 SPACES)

s Name

Title Company Address (2 SPACES)

(2 SPACES)

First Paragraph (Why I'm Writing): Provide your reason for the cover letter including the position title or type of work and the source from which you obtained the opening (CareerQuest, internet job board, friend, employment service). Be sure to arouse the tidbit about what you can offer the company (i.e.

education experience, etc.).

Middle Paragraph(s) (How and Why I'm Right): Explain why you are interested in the position, the company, its products or services. Be sure to relate yourself to the company, proving that you a good match for the position. Focus on what you can do for the employer