

## COVER LETTER TEMPLATE

### **Your Name**

Street Address  
State, City, Zip  
Phone Number

Today's date

Mr. Hiring Person  
HP's Job Title  
HP's Company  
Company Street Address  
City, State, and Zip Code

Dear Mr. Hiring Person,

The first paragraph should clearly state the purpose of your letter and should indicate the position for which you wish to be considered, including position title if provided. Also, indicate how you learned of the opening (web site, newspaper, college job board, etc).

The body of your letter should consist of one to two paragraphs. This section of the letter should address the responsibilities of the position and should draw upon your experiences in related settings and your academic preparation. Use this part of the letter to share with an employer your achievements and the special skills that you can contribute as a new employee (refer to your enclosed résumé). Keep your letter to one page in length.

In the third paragraph, tell how you will follow through. For example, "I'll call your office early next week to see if we could meet soon and discuss this job opening."

Sincerely,

Joseph Job Hunter