

Sample Cover Letter Format

Your Address:
8918 Sycamore Hollow
Ashgrove, MO 83201

January 10, 2004

Katherine Wright
Director of Human Resources
Dutch Companies
31287 N. Brighton Street
Perryville, MO 63378

Dear Ms. Wright:

First Paragraph-Get to the point! Tell the employer why you are writing. State the position/area you are interested in. If you are responding to a position or a referral, tell how you heard of the position. Include referral names(s) when applicable.

Second Paragraph-Remember your audience! Think about what the potential employer is seeking and present information that will interest them. Describe your related qualifications and accomplishments; pull from your education, skills, and personable attributes to give a well-rounded presentation of you. Give a few concrete examples to lend credibility to your statements. You can use information from your resume, but do not copy it word-for-word into your cover letter.

Third Paragraph-Mention how the employer may contact you. Be sure to include your phone number and e-mail address. Thank the employer for their consideration.

Sincerely,

Robert Thomasville

Robert Thomasville

Important Cover Letter Tips to Remember:

- Use the same paper for your cover letter as your resume.
- Do not draft generic cover letters.
- Avoid “To whom it may Concern” or “Dear Sir or Madam.”
- A cover letter should be no more than one page in length.
- Hand-sign your name about typewritten signature.