

SAMPLE COVER LETTER I

Your Address
City and State
Date of Writing

Mr. John Jones
Director of Personnel
WYZ Corporation
123 Main Street
Chicago, IL 60038

Dear Mr. Jones:

First Paragraph – Tell why you are writing, name the position for which you are applying, and tell how you heard of the opening.

Second Paragraph – State why you are interested in working for this employer, and specify your interests in this type of work. Refer to your enclosed resume. If you have had experience, be sure to point out any achievements you have accomplished in this field or type of work.

Third Paragraph – Have an appropriate closing to pave the way for an interview – ask for an appointment on some specific date, request a blank application, give your phone number, or offer some similar suggestion for an immediate and favorable reply.

Sincerely yours,

Your name (typewritten)

Enc.

Note: Letter should be balanced on the page – that is, it should be spaced according to length.