**Name (First & Last)**

City, State Zip Code | Number | Email Address | LinkedIn Site

Month Day, Year

Company Name

Address

City, State Zip Code

Dear Selection Committee:

**The first paragraph** should discuss what position you are applying for, how you heard about it, and why you are interested in this position. If you have a personal contact at the company, include their name with their permission; if not, review the company’s website and include something unique about them in the paragraph – this may impress the employer and show them that your level of interest is high and that you have done your research:

EXAMPLE ON HOW TO START OFF RESUME:

Please accept my application, resume, and cover letter for consideration for the (Position Name), Job Id (list job number).

**The second paragraph(s)** explains how your experience, skills, and/or education fit the position. Be sure not to repeat your resume here. Instead look at the job posting to find one of the job’s qualifications, then state it in the paragraph and describe how you meet it.

**The third paragraph** wraps up the cover letter. Includes your plans for follow-up, and thank you for the consideration. Also provide the contact information, such as your home/cell phone number and/or email address

EXAMPLE:

I am available to work days, evenings, and weekends when needed.

I am looking forward to receiving a response for an interview. You may contact me at my work number (work number) or my mobile number (mobile number). Thank you for your time and consideration.

Sincerely,

Your name