SAMPLE COVER LETTER

Your Name

123 Your Street

You’re Town, PA 12345

Date:

Employers Name

Company Name

123 Their Street

Their Town, PA 12345

Dear Mr. /Mrs. Smith,

I am applying for the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (job title) you posted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (where?: Job Gateway, Career Builder, company website, newspaper, etc.).

I am very interested in this position because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I have \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ skills/talents/experience, and feel I would be a good fit due to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I will be able to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I have attached/enclosed my resume for your review and I look forward to meeting you for an interview. I will contact you within one week to follow up.

Sincerely,

John Miller