

How to Write a Cover Letter

Date: _____

Your name: _____

Your address: _____

Person's name at the business to which you are applying: _____

Name of business: _____

Business address: _____

Dear _____, (person's name at business to which you are applying)

1st paragraph:

I am writing to apply for _____ **I heard about the opening from** _____. **I desire to work at this place because** _____.

2nd paragraph:

(List 5 things you can do very well that make you a good fit for the job. What are your strengths? For example, "I can speak three languages.")

1. _____

2. _____

3. _____

4. _____

5. _____

3rd paragraph:

(Why would you be good for the business/organization? _____)

I would enjoy the opportunity to meet with you to discuss my qualifications for the position(s) you have available. You may reach me at (phone) _____ or email me at _____ to schedule an appointment. Thank you for your consideration.

Sincerely,

(Your signature)

(Your typed name)