

SAMPLE COVER LETTER

YOUR NAME

Street Address – City, State Zip
Phone (xxx) xxx-xxxx or (xxx) xxx-xxxx – email address

Date

Name of person you're sending the letter to
Company Name
Address
City, State Zip

Dear Ms./Mr. last name of person:

I am writing to express my sincere interest in the **(title of position)** position available at **(company name)** and to outline my qualifications for the job.

Your Requirements

(list requirements found in job description)

- *Organized
- *Self-starter functional with little supervision
- *Detail oriented

- *Computer literate

My Qualifications

(Qualifications that apply to the job description)

- *Managed a political campaign
- *Administrator of a team while in China
- *Edited articles for publication
- *Created databases for political campaigns

- *Skilled at Word, Excel, PageMaker, PhotoShop, Corel Draw, Illustrator, Front Page and Word Perfect

Thank you for taking the time to review my resume. (You might want to include a sentence about why you are interested in this particular company.) Attached you will find my resume and references for your consideration. Please contact me at (xxx) xxx-xxxx to further discuss my qualifications and the position.

Sincerely,

Your name