

SAMPLE COVER LETTER

Your Name

123 Address Lane
Somewhere, PA 12345
(555) 555-5555

yourname@gmail.com

www.linkedin.com/in/yourname

Date

Individual's Name

Title

Name of Business

Street Address

City, State, Zip

Re: *(The name of the position/or the Job #)*

Dear Mr./Ms. _____, *(Hiring Manager, Recruiter)*

Paragraph 1: Quickly lists the position you are applying to, where it was found, and why you are interested.

Example:

(I am very interested in the cashier position you advertised on XYZ.com and believe I have the skills and experience to successfully fulfill your requirements. I have enclosed my resume for your consideration.)

Paragraph 2: Describes your past experience, skills, and education in relation to this position.

Example:

(Some key points that you will find relevant to this opportunity include:

- Accurately and efficiently handled 80 transactions on average daily using computerized check-out services at ABC Store.*
- Proven record of politely interacting with each customer and ensuring they have an outstanding shopping experience on check-out.*
- Demonstrated extensive knowledge of store products, services and specials to inform customers and identify selling opportunities.)*

Paragraph 3: Briefly summarizes above information and informs when you will be following-up.

Example:

(As a professional and detail-orientated person with a sense of urgency and motivation, I am confident that I can be a positive ambassador for The Store.

I would welcome the opportunity to discuss this position further. I look forward to hearing from you to schedule a personal interview at your convenience. Thank you for your time and consideration.)

Sincerely,

Sign your name in black or blue ink (leave space for it!)

Type your name