

SAMPLE COVER LETTER

(Your name, address and phone number should be listed in center, left or right justified)

Date

Mr. / Ms. [Contact's Full Name]
Company Name
Address

Dear Mr. / Ms. [Contact's Full Name]:

Please accept the enclosed resume, which I am submitting in support of my application for the position as a _____ (indicate position) with your company.

I feel that my education and customer relations experience will allow me to bring the benefits of my background to your organization.

Thank you for your considerate review. I look forward to speaking with you at your earliest convenience.

Sincerely,

Your Signature

Full Name typed or printed

*A cover letter should be mailed to potential employers along with your application and/or resume. It should restate the position desired and again include a brief description of how you can benefit the company.