

Cover Letter Format

Your Street Address
City, State Zip Code
Date

Employer's Name or Company
Street Address
City, State Zip Code

Dear _____:

1st paragraph: Introduce yourself. Explain your interest in the job and where you heard about it.

2nd paragraph: Sell yourself!! Qualifications, where you go to school, how will you be an asset to their company, and hours you are available to work

3rd paragraph: Ask for an interview and thank them for their time and consideration. Let them know how you can be contacted.

Sincerely,

Your signature

Typewritten Name