

Cover Letter Worksheet

Date

Your Address

Mr. /Ms./Position or Title

Company Name

Company /Address

City/State/zip code

Dear Mr. /Ms. _____

State your reason for writing and identify the position you are seeking.

Briefly summarize your qualifications for the job. Describe relevant training or experience you have had.

Express your interest in obtaining this job and working for this company.

Refer to your enclosed resume. State specifically how and when you will follow through on your application.

Sincerely,

Your Signature

Your Name Type