



Cover Letter Sample – Basic

Date

Contact or Department

Company Name

Address

City, State Zip

Re: Position

Dear Mr./Mrs./Ms.:

The first paragraph tells why you're contacting the person, then either mention your connection with that person or tell where you read about the job. It also quickly states who you are. Next it wows them with your sincere, researched knowledge of their company. The goal: demonstrating that you are worthy applicant and enticing them to read further.

The second and possibly third paragraph tell more about yourself, particularly why you're an ideal match for the job. Include your accomplishments as they are related to the job you are applying.

The last paragraph is your goodbye; you thank the employer for his or her time. Include that you look forward to their reply or give them a time when you'll be getting in contact by phone.

Sincerely,

John Smith