COVER LETTER TEMPLATE

**Your Name**

Address (optional) ▪ City, State Zip ▪ Phone ▪ Email

Note: Use this template as a guide to writing your cover and thank you letters. The cover letter shows employers that you are able to write a comprehensive letter and have strong written communication skills. It also should enhance your resume, emphasizing the specific skills you possess that the employer is seeking and how your education and experience make you the most qualified candidate for the job.

Date

Contact Person's Name

Contact Person's Position or Title

Company's Name

Company's Street Address

Company's City, State, and ZIP Code

Dear *Mr./Ms. Contact Person's Last Name*:

*1st paragraph: How you heard about the job; what position you are applying for. Introduce yourself and your educational history.*

*Example:* In response to your ad on ABCJobs.com, I would like to apply for the Customer Service Representative position. I am currently attending MiraCosta College and plan to get my Associate of Arts Degree in Business spring 2017. The qualities you need are a close match for the ones that I have developed in my education and career.

*2nd paragraph: Highlight the special skills, abilities, and experience you have that pertain to the specific job or internship you are applying for. Review the job description, especially the desired qualifications, and discuss how your skills and experience closely match those the employer is seeking. This is your opportunity to really sell yourself and let the reader know why you are the best candidate.*

*Example:* Business 290 has taught me the communication skills needed to develop positive relationships in the workforce. In addition to my education, my 3 years of restaurant experience has taught me the importance of displaying top notch customer service skills, and I always deal with the public in a professional manner. I am proficient in Microsoft Word, Excel and am familiar with QuickBooks. Past supervisors have often asked me to train other employees due to my exceptional leadership and interpersonal skills.

*3rd paragraph: Close with a thank you statement and reference the interview.*

*Example:* I am confident that my customer service and leadership skills will be of value to your company. I would like to request a few minutes of your time to discuss my qualifications. I will contact you next week to arrange a meeting. If you have any questions in the meantime, please do not hesitate to call.

Sincerely,

\*sign here\*

Your Name (typed here)