Cover Letter, Letter of Intent, Letter of Application, Letter of Interest Template

(all of the above are the same thing)

Date

Individual’s Name

Title

Company

Address

City, State, Zip Code

Dear Mr. / Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

State the reason for writing. Give the name of the job position or type of employment for which you are writing. Tell how you heard about the position. If you are graduating soon you may state the month you are graduating and when you will be ready for work.

Tell why you are interested in the position. Explain why you are interested in working for the company/employer. Include something about yourself that would be of interest to the employer, keep it job related. What skills do you have that will help the employer.

Let the employer know how he/she can reach you. Is there a best time of day, day of week? Let the employer know that you have enclosed a resume. Let the employer know that you will contact them in the near future. Thank the employer for the time they spend reviewing your resume.

Sincerely,

Name

Address

City State Zip

Phone with area code