

Cover Letter

Structure your cover letter with three or four paragraphs

Note: Your cover letter should be printed on the same type of paper as your résumé.

Paragraph 1: Identify the position and your source of information. Introduce your themes. Explain your purpose.

Paragraph 2: Inform the reader about your education, work experience and strongest qualifications that match the position requirements.

Paragraph 3: Request an opportunity to speak with them. Thank them for their time and consideration.

Closing: Don't forget to sign your name.

Sammy Student
(936) 294-1713
student@email.com

Same heading as your resume. If you would like to keep as a formal letter do not use your header here.

March 1, 2024

Ms. Ima Boss
Recruiting Coordinator
Big Dogs Incorporated
Box 2238
Huntsville, TX 77340

Dear Ms. Boss:

I am interested in applying for the sales representative position recently advertised at Sam Houston State University Career Services. The skills I have developed from my work experience and academic background support my strong interest in a sales career.

As you can see from my resume, the internship I had with Little Dogs Incorporated provided an opportunity for me to gain practical experience with account maintenance and cold-calling new accounts. In addition, I have worked as a waiter for the past four years, learning first-hand how to effectively manage customers and their demands. I have been formally commended by the management several times, being named "Employee of the Month."

I welcome the opportunity to discuss my interest and qualifications with you regarding the sales representative position. If you have any questions, please feel free to contact me at (936) 294-1713 or student@email.com. Thank you for considering me for this position.

Sincerely,

Your Handwritten Signature

Sammy Student

Enclosure