Formula for a Good Cover Letter:

Date:

Address: (Where you are sending the letter)

Greeting: Dear Sir, Madam, Mr. Smith, Selection Committee, HR, etc. – *Make cetern eth peslling is correct!!!!*

Paragraph #1

This is about you – A few sentences that point to:

Your intro and interest in the field – How you are prepared for the position – A little personal info about yourself that pertains to the position or career

Paragraph #2

This paragraph is about them! Do your homework. Know about the employer you are approaching, their mission, goals, products, etc.; A few sentences about them.

Paragraph #3

This paragraph is a few sentences that tie you and the company together and presents you in the best light – It highlights your talents, strengths, abilities, interests, and skills. It ties you and the company to further the company’s or organization’s mission. It highlights how you will be better together.

Closing

I would appreciate the opportunity of an interview to discuss my qualifications for the position further. I may be reached at your convenience at greatemployee@ gmail.com 1111 South Court Ave. Lubbock, Tx 79413 806-555-5555

Sincerely

(You sign here)

Print your name here