

Basic Parts of a Cover Letter

1. Your address and the date
2. Name, title and address of the person or organization you are contacting – if possible
3. Appropriate greeting
4. Three brief paragraphs
 - The first explains why you are writing. Such as:
 - I would like to apply for the chef's position I saw advertised in...
 - My friend, Frieda Friendly works in your department. She recommended that I write to you.
 - I shop at your store and...
 - I would like to learn about the career opportunities for mechanics at your shop."
 - The second tells how your skills relate to a specific job or how your skills can benefit the organization. Such as:
 - I have three years' experience as a...
 - I just graduated from school and...
 - I am very familiar with...
 - The third requests a reply and/or an interview. Such as:
 - I would like to interview for this position. You can reach me anytime at (111) 222-3333.
5. Complimentary closing
 - Sincerely
 - Best regards
 - Respectively yours
6. Enclosure notation
 - If you have enclosed your resume, make sure you put that notation in.