



Cover Letter Sample

Name
Address
City, state zip
Phone
Email

Date

Recipient name
Title
Company name
Address
City, state zip

Dear _____:

I am applying for the _____ position which I saw posted (heard of) _____ (on Craig's list, the website, Indeed, name of person).

My skills (or experience or education) make me an excellent candidate. I would contribute the following to _____: (organization/company)

(give examples of your experience, skills, credentials.)

- My _____ certification
- I have _____ years of experience in _____
- My skills in (ex: driving forklift, providing support to patients, retail sales, data entry, etc.) make me an outstanding fit (or great match etc) for the _____ position.

My resume is attached for your convenience. I look forward to meeting with you soon.

Sincerely,