

# **1-PAGE SAMPLE COVER LETTER**

Your Address  
City, State Zip Code  
Today's Date

**(QS)**

(Mr./Ms.) Individual's Name, Position  
Name of Business  
Street Address  
City, State Zip Code

**(DS)**

Dear Mr./Ms. \_\_\_\_\_, (or Sir or Madam)

P1: Begin with a strong ATTENTION-GETTING statement. State the reason why you are writing and mention why you are the perfect candidate for the position.

P2: Explain relevant information from your resume and include strengths and skills which will benefit the employer if you are hired. Sell yourself!

P3: Close with a positive statement and ask to meet with the employer for an interview at his or her convenience. Provide your contact information (be sure you can be reached at this number or email address and be sure voicemail message/email address is polite and professional).

I look forward to meeting with you, thank you for your time and consideration.

Sincerely,

**(QS)...Sign here in black or blue ink**

Your Name

***NOTE: Your cover letter is also a FIRST IMPRESSION of YOU! Be sure information is accurate, professionally written (proofread, peer edit) and neatly typed.***