

# Sample Cover Letters

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## I. Cover Letter Format

### **Your Contact Information**

Name  
Address  
City, State, Zip Code  
Phone Number  
Email Address  
Date

### **Employer Contact Information** (if you have it)

Name  
Title  
Company  
Address  
City, State, Zip Code

### **Salutation**

Dear Mr./Ms. Last Name, (leave out if you don't have a contact)

### **Body of Cover Letter**

The body of your cover letter lets the employer know what position you are applying for, why the employer should select you for an interview, and how you will follow-up.

### **First Paragraph**

The first paragraph of your letter should include information on why you are writing. Mention the position you are applying for and where you found the job listing. Include the name of a mutual contact, if you have one.

### **Middle Paragraph(s)**

The next section of your cover letter should describe what you have to offer the employer. Mention specifically how your qualifications match the job you are applying for. Remember, you are interpreting your resume, not repeating it.

### **Final Paragraph**

Conclude your cover letter by thanking the employer for considering you for the position. Include information on how you will follow-up.

### **Complimentary Close**

Respectfully yours,

### **Signature**

Handwritten Signature (for a mailed letter)

Typed Signature

II. Typical Cover Letter:

Amy Mathews,  
117 River St, Boston 02127  
(H) 617 247 8459  
(M) 617 847 1269

02.12.08

Mr. Luke Wilson,  
HR Manager,  
Safeway's Supermarket,  
Waltham Plaza,  
Boston, MA

Dear Mr. Wilson,

I am enclosing my resume for your review in response to your advertisement on usrecruit.com for a General Manager for your supermarket.

I have been employed as a General Manager at the Stop n Shop Supermarket chain for over six years now and during this time have gained considerable experience in this role. I have shown a large degree of flexibility throughout my tenure and have moved around the Massachusetts area when necessary to assist the branches with increasing sales and making sales targets.

I am highly engaged and have a proven track record in effective management and leadership skills, building motivated, dependable work teams.

I will contact you early next week to follow up on this application and schedule a convenient time for you to meet with me.

Thanking you in advance.

Yours sincerely,

Amy Mathews.

# Cover Letter Practice

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(Your street address/City/State,  
Zip/date above)

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(Name of person (if known-call and ask if not known), co. name, street address P.O.box, city,  
state, zip above.)

Dear (could be Human Resources, Personnel, Mr./Ms. last name)

1<sup>st</sup> \_\_\_\_\_  
\_\_\_\_\_

2<sup>nd</sup> \_\_\_\_\_  
\_\_\_\_\_

3<sup>rd</sup> \_\_\_\_\_  
\_\_\_\_\_

Sincerely,  
(Sign name) \_\_\_\_\_  
(Print name) \_\_\_\_\_