

Cover Letter Worksheet

Your Mailing Address

Unity College
42 Murdock Dr. Box 000
Unity, ME 04988
(ONE SPACE)

Date

December 31, 2005

(ALLOW 2- 3 SPACES)

Use complete name, title and address

Individuals name, Job Title

Unity College
90 Quaker Hill Rd.
Unity, ME 04988
(ONE SPACE)

Dear Reader: *(If you know the name, use it)*

Opening Paragraph: State why you are writing, name the position you are applying for, and mention how you heard of the opening.

Middle Paragraph: Explain why you are interested; specify your reasons for desiring this type of work. Point out your particular achievements or other qualifications that relate to the job.

Middle Paragraph: Refer to the attached application or resume – what you are using to illustrate training, interests, and experience.

Closing Paragraph: Ask for an interview by asking for an appointment; give your phone number and email. *If a resume or other enclosure is included note in letter.*

Sincerely,

Signature

Your full name typed here.