

COVER LETTER GUIDE

PARTS OF A COVER LETTER	SAMPLE LETTER
HEADING	Your Mailing Address City, State Zip Code Today's Date (4 "Return"s or "Enter"s on Keyboard)
INSIDE ADDRESS	Employer's Name Job Title Business Name Business Address City, State Zip Code
SALUTATION	Dear (Mr./Mrs./Ms.) (Use the name of the person that will read the letter):
INTRODUCTORY PARAGRAPH Tell why you are writing.	In response to the February 24th advertisement in the <i>Bangor Daily News</i> , I have enclosed my resume for the Receptionist position.
1ST MAIN PARAGRAPH Describe your qualifications. Sell your skills and knowledge. Tell why you are interested in the company or college. Point out any related experience you have.	I have two years of prior work experience as a receptionist with XYZ Telecommunications. My work has involved answering ten incoming lines and greeting customers in a fast-paced office setting. I have also been responsible for all incoming and outgoing mail, as well as purchase orders. I am very detail oriented and able to handle multiple tasks simultaneously.
2ND MAIN PARAGRAPH Continue to describe qualifications. Highlight relevant training or classes that relate to the job or major for which you are applying.	I am currently completing an Associate Degree in Executive Administrative Assistant at Northern Maine Technical College. In completing this program, I have gained valuable experience in several computer programs including Microsoft Word, Excel, and Access. Additionally, my training has provided me with the skills to reach my goal of office management.
CLOSING PARAGRAPH Close by thanking the reader and requesting an interview.	I welcome the opportunity to discuss my qualifications with you in person. I can be reached at (207) 555-1234. Thank you for your time and consideration.
COMPLIMENTARY CLOSE	Sincerely,
SIGNATURE	(4 "Return"s or "Enter"s on Keyboard)
NAME	Joe Doe
ENCLOSURE This indicates that you have enclosed other items (resume, transcripts, etc.) for the reader to see.	Enclosure