Cover Letters

You _must_ fax, send, or email a cover letter and resume when applying for a position.

<div align="center">

Your name

Mailing Address

City, State, Zip

Telephone Number(s)

Email address (must be business appropriate)

</div>

Today's Date

Contact Name, Position Title

Business/Store Name

Mailing Address

City, State, Zip code

Dear Contact Name, (if you don't know the name, use sir or madam)

Briefly say what position you are applying for.

The mid-section of your letter should be one or two short paragraphs that make relevant points about your qualifications. Do not summarize your resume! You may incorporate a column or bullet point format here.

Your last paragraph should initiate action by explaining what you will do next (e.g. call the employer or request that the reader contact you to set up an interview. Close by saying "Thank You".

Sincerely,

Your handwritten signature

Your name (typed)

Enclosure (attach your resume to this letter)