

Sample Cover Letter

Name

Address

City, State, Zip Code

Phone Number

Appropriate Business Email Address

October 17, 2015

Mr. Robert Morris (Hiring manager)

Morris Construction (Business name)

123 Harbor Road (Business address)

Paterson, WI 12345 (Business city, State, and zip code)

Dear Mr. Morris,

I would like to apply for the sales clerk position that was advertised by Jobs for Youth at Peninsula Works in Daly City. Next week I will graduate from Jefferson High School and could begin to work immediately. As you will note from the enclosed resume, during the past five months I have worked as a part time clerk at Safeway Food Store. My duties included stocking shelves, assisting customers and preparing orders for delivery. As a result of my experience with customers, I feel very qualified to fill your Sales Clerk position and would like to arrange an interview with you at your earliest convenience.

Thank You.

Sincerely,

Your handwritten signature

Type your name here

Enclosure (Attach your resume to this letter)