

Sample Cover Letter Format

Your Address
Date

Employer's Address:

(Use individual's name, if possible)

Dear: _____

First Paragraph: State the reason you are writing, explain the type of work you are interested in, and indicate how you learned about the employer and/or the specific opening.

Second Paragraph: Be specific about why you are interested in the position. Briefly summarize some of your strongest qualifications to do the work. Remember to consider this from an employer's point of view. Show what you have to offer the employer; don't merely daydream about what the employer can offer you.

Closing paragraph(s): Refer the reader to the resume (or application form) you are enclosing. Declare your interest in an interview and offer to provide further information upon request.

Sincerely,

Signature
Your name (typed)
Enclosure

Sample Cover Letter Format

125 Oak Street
Blokefield, Kentucky
January 2, 20XX

Mr. Jake T. Matuza, Director
Voguefoods, Inc.
1725 East Canton Street
Backwater, Kentucky 48885

Dear Mr. Matuza:

Recently I spoke with your Director of Food Services, Gordon Burger. He informed me of your intention to implement a more health-conscious food program at Voguefoods, Inc., and suggested I contact you. My credentials in the food science industry would enable me to successfully promote the growth of such a program.

In the spring of next year, I will be receiving a Master's Degree in Hospitality Business from Michigan State University. Over four years of work experience in the field of food service follows me in addition to my degree. This opportunity has familiarized me with diet therapy, food chemistry, menu planning and food administration.

The American Institutions Food Service Association recently recognized me for my achievements in menu planning with the Hilton Hotels Corporation. I am health-conscious and enjoy working closely with others. I believe that I could make a significant contribution to your organization.

I have enclosed a resume for your review. I would like the opportunity to meet with you to discuss how I might be able to promote the growth of a nutritional food program at Voguefoods. I will call you on Monday, January 16, to determine your interest and, if appropriate, to arrange for a personal meeting.

I am looking forward to meeting with you.

Sincerely,

(Signature)
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