**Cover Letter Template**

**Before you begin typing, go to page layout, go over to spacing, and make sure it is on 0 spaces after.**

Type today’s date – **hit enter 4 times**

(Name of Hiring Manager, Title)

(Name of Company)

(Mailing Address)

(City, State Zip) – **hit enter 2 times**

Dear (Mr., Mrs. or Miss) (Last Name): - **hit enter 2 times**

**Introductory Paragraph** – State the title of the position for which you are applying; Mention how you learned of the position and/or the name of the person who referred you; Include a phrase or sentence that will keep the reader’s interest and convince them to grant you an interview – **hit enter 2 times**

**Middle Paragraph** – Refer to the enclosed resume; Explain your interest in working for the company; Emphasize personal qualifications which directly relate to the organization and position – **hit enter 2 times**

**Final Paragraph** – Conclude your letter by thanking the employer for considering you for the position; Suggest an interview/appointment for yourself with the employer and let them know you look forward to hearing from them – **hit enter 2 times**

Sincerely/Respectfully yours, - **hit enter 4 times**

Type your first and last name

Type your street address

Orland, CA 95963

530-865-0000 – **hit enter 2 times**

Enclosure: Resume (this means your resume is enclosed with the letter)