

COVER LETTER

A cover letter should be attached to your resume when you are applying for a job. The cover letter should not restate what is on your resume. You should supply further information and you should “sell” yourself to the prospective employer. The letter should be written in proper letter format.

Example

Your name
Your address
Including postal code

Date

Company name
Company address
Including postal code

Dear _____,

Paragraph 1: I would like to be considered for a 90 hour volunteer work experience. Explain why you are interested in this particular career.

Paragraph 2: Explain why you think you would be a good candidate for a work experience. (I am eager, interested in learning more about this career, a hard worker, honest, etc...)

Paragraph 3: I am available to start work..... and I can work the following days and hours.....
Thank you for considering me for a work experience placement.

Yours truly,

Sign your name

Type your name