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<u>First Paragraph: Who am I? What do I want?</u> Indicate the reason for writing, the specific non-the specific management of the spe

Second Paragraph: What can I do for the employer? Indicate your qualifications for the position- your academic background, training, or practical work experience. If you there any cumoid use parally distributions the space of the commentation of of the comm

<u>Third Paragraph: How I plan to follow up.</u> Thank the employer for their time and mention that your resume is included. Indicate your desire for a personal interview. For the initial sources and the second second

Sincerely, (Your Handwritten Signature) (Your Name Typed) Enclosure (Denotes that a resume or application is enclosed)

4

Cover Letter Tips

A cover letter