

Sample Cover Letter

Use 1" side margins, 2" top margin and size 12 or larger font.

Your home address and current date.

495 NE 23rd Avenue
Vancouver WA 98663
March 15, 2003

The person's name and company address

Ms. Marge Wissel
XYZ Café
234 First Avenue
Camas WA 98607

Salutation

Dear Ms. Wissel:

The body of your letter.

This letter is in response to your ad in Sunday's newspaper for a line cook. I have enclosed a resume, which will provide you with information about my experience and my background.

I have been interested in culinary arts for nearly five years, first as a hobby and now as a profession. My experience has included extensive training and three years of work experience as a line cook at the Midland Restaurant. I have enjoyed many fine meals at your restaurant and would be proud to be part of your team. I hope you will agree that my qualifications meet your requirements.

The complimentary closing

At your convenience, I would like an interview for this position. If additional information is required, you can reach me after 2:30 p.m. at (360) 345-3233. Thank you for your time and consideration of my request.

Your handwritten signature

Sincerely,

John R. Riley

Your typed name

John R. Riley

Enclosure

Resume enclosed