First Paragraph: Who am I? What do I want? Indicate the reason for writing, the specific proposite type of the typ

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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 have an your output parally for background to specific for the meditarity of the position of the posi

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Third Paragraph: **How I plan to follow up.** Thank the employer for their time and mention that your resume is included. Indicate your desire for a personal interview. For the initial paragraph of the initial paragraph of the initial paragraph of the initial paragraph. The personal interview is a personal interview of the initial paragraph. The initial paragraph is a personal interview of the initial paragraph. The initial paragraph is a personal interview of the initial paragraph. The initial paragraph is a personal interview. For the initial paragraph is a personal interview.

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

## **Cover Letter Tips**

A cover letter