

Template/format for Cover Letter

Your name

Post office box address | cell phone number | e-mail address

Date

Name of the organization that you are applying a job,

Physical address.

Dear Sir/Madam (*or the name of the organization's human resource manager*)

Re: SHORT TITLE OF THE LETTER

Body of your formal letter (*the body of your cover letter should be short, precise and specific. The main purpose of your cover letter is to encourage the reader to read your resume so you should always keep all your body paragraphs short. A cover letter is usually a formal letter so you should use formal language when composing the body of your letter. In the first paragraph you briefly introduce yourself and show how you got to know about that specific job vacancy that you are applying for. Then after this start selling out yourself by highlighting your key skills, work experience and achievements as you write this section, always keep on encouraging the reader to read your resume by referring him/her to it. After this you conclude the body of your cover letter by calling for an action. Make it clear that you are ready and available for an interview and that the reader can contact you for the same*)

Yours sincerely/ faithfully...

Your name

Enclosure: Resume