

Your full name
Your mailing address
City, State, Zip
Telephone number
Email address

Company Name
Company address (yes look it up!)

Date

RE: Job title and where did you hear about the job

To Whom It May Concern: (If you know the name then Dear full name:)

Then make the first sentence a knock 'em dead first sentence. Something **personal** about why you want this job- something about your background, your interests. Be confident and honest. This makes your cover letter real and not just boiler plate copy.

Then end with something simple. Like
Thank you for your time spent in considering my file. I am available for interviews....and able to start work.... (Be upfront if you have a certain day that you are unavailable again that shows you are organized, upfront and honest not wanting to waste their time with scheduling hassles).

Sincerely,

Your first name (this is done to look like you picked up a blue pen and signed your name)

Your name