**Structure your cover letter with three or four paragraphs**

**Note:** Your cover letter should be printed on the same type of paper as your résumé.

**Paragraph 1:**

Identify the position and your source of information. Introduce your themes. Explain your purpose.

**Paragraph 2:**

Inform the reader about your education, work experience and strongest qualifications that match the position requirements.

**Paragraph 3:** Request an opportunity to speak with them. Thank them for their time and consideration.

**Closing:**

Don’t forget to sign your name.

**Sammy Student**

 (936) 294-1713

 student@email.com

March 1, 2018

Ms. Ima Boss

Recruiting Coordinator

Big Dogs Incorporated

Box 2238

Huntsville, TX 77340

Dear Ms. Boss:

I am interested in applying for the sales representative position recently advertised at Sam Houston State University Career Services. The skills I have developed from my work experience and academic background support my strong interest in a sales career.

As you can see from my resume, the internship I had with Little Dogs Incorporated provided an opportunity for me to gain practical experience with account maintenance and cold-calling new accounts. In addition, I have worked as a waiter for the past four years, learning first-hand how to effectively manage customers and their demands. I have been formally commended by the management several times, being named “Employee of the Month.”

I welcome the opportunity to discuss my interest and qualifications with you regarding the sales representative position. If you have any questions, please feel free to contact me at (936) 294-1713 or student@email.com. Thank you for considering me for this position.

Sincerely,

*Your Handwritten Signature*

Sammy Student

Enclosure

Same heading as your resume. If you would like to keep as a formal letter do not use your header here.