

SAMPLE COVER LETTER

JOHN DOE SMITH, M.A., NCC

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C6D:56?E :? AC@76DD:@?2: 4@F?D6=:?8 :? E96 DE2E6 @7 /:C8:?2N % 36=:6G6 %
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S?46 H:E9 42D6 >2?286>6?EL AC@G:5:?8
CH2C5 E@ DA62<:78 H:E9 J@F C682C5:78
H6-4@>6 J@F E@
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Helpful hints:

Your cover letter is the employer's first impression of you, so *make it count!*

Address the employer directly.
(Try not to use Sir/Madame or To Whom It May Concern.)

Introduction:

1st paragraph: Identify the title of the job for which you are applying and describe how you learned about it.

2nd paragraph: Discuss
 o r skills and qualifications
 (i.e. education, training,
 experience) and other strengths
 o bring to the position

Closing paragraph:

Reference that corresponds me
is enclosed. Include an annual
statements and thank the
employer for their time.

Remember:

Tailor our cover letter to the position for which you are applying.

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