

# COVER LETTER GUIDE

**Include an introductory cover letter for each job you apply to.  
Follow the business letter format as shown below.  
Each letter must be originally typed and signed.**

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Your Street Address  
City, State, Zip Code

Date

Person's Name, Title  
Company Name  
Street Address  
City, State, ZIP Code

Dear (Mr., Ms., Dr., etc.):

(First Paragraph)

Indicate the reason for writing, the specific position for which you are applying, and, if there is a position opening, the source from which you learned of the job and the date it was posted. If you are inquiring about jobs in general and no opening was advertised, indicate your interest in career opportunities in your field.

(Second Paragraph)

Mention why you are interested in the position or organization and its products or services. Relate your education and work experience to the position for which you are applying--how are you qualified for the position? Point out your practical work experience, specific achievements, and unique qualifications. This is the most important paragraph as you are basically interviewing on paper.

(Final Paragraph)

You may mention how an employer can obtain your references or credentials. Refer to your interest in a personal interview. You may suggest several dates or indicate your flexibility as to the time and place. Restate your interest and indicate your eagerness to meet personally to learn more about the position. Include your phone number. Thank the employer for taking the time to read your letter and resume.

Sincerely,

(Sign with a pen in this space after you have printed a copy)

Your typed name

Enclosure(s) (refers to enclosed resume and other required materials)

# SAMPLE COVER LETTER

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5264 Benson Avenue  
Yakima, WA 98902

March 23, 2014

Ms. M. J. Patterson, Bank Manager  
First Bank of Yakima  
PO Box 12017  
Yakima, WA 98123

Dear Ms. Patterson:

Please consider the enclosed resume for the position of Bank Teller with First Bank of Yakima, which was recently advertised through the WorkSource Washington website. First Bank of Yakima has a reputation for providing excellent banking service and products. I am very interested in serving your customers as a part of your team.

I will graduate in June with an Associate of Applied Science degree in Business Management, with a specialty in Marketing. In my studies, I have taken courses such as Microeconomics, Principles of Accounting, Sales Management, and Marketing. This has given me a particularly strong academic background for this position. I feel confident in my knowledge to help customers with personal finance while also marketing the banks products and services. Additionally, I have two years of experience in customer service as a waitress for Melly's Diner. I enjoy serving people and now hope to help others manage their money and finance their family dreams such as home ownership, buying a car or saving for their children's college education.

I would appreciate the opportunity to meet with you to discuss how my education and experience could benefit First Bank. You can reach me at 509 555-5555 or MaryB@gmail.com. Thank you for considering my application.

Sincerely,

Maria P. Boutelle

Enclosure: Resume