

Cover Letter

Outline

Your name

Your address

Your city, state and zip code

Your telephone number, including area code

Your email address

Date of the letter

Business name

Name of the business contact

Business address

Business city, state and zip code

Dear Mr. /Ms. Last Name (or Personnel Department):

First Paragraph: State the reason you are writing. Name the position and how/where you learned of the job opening. If referred by a current/past employee of this business, include their name (but ONLY if that person has a good reputation with the business). Tell them why you are interested in working for this business.

Middle Paragraph: Explain how you meet or exceed their requirements for the position. Summarize your work history, volunteer or personal experiences and education that match the position requirements. Connection your abilities/experiences and their needs by providing specific examples of things you have done/accomplished.

Final Paragraph: Mention other documents which you have also attached (resume, copy of CA Food Handler Card, etc.). Always send a resume along with a cover letter, at the very least. Be sure to end the letter with a sincere "Thank you".

Your written signature

Your typed name