

## Cover Letter [Format]

[Self Address]\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

[Date: Month/Date/Year]

[Title] [First Name] [Last Name]

[Job Title]

[Organization or Company Name]

[Company Address]\_\_

\_\_\_\_\_  
\_\_\_\_\_

[Dear Mr./Ms./Mrs.].....

[Re: Position code number/Position Name]

Opening Paragraph\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Sellingparagraph\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Closing paragraph\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Sincerely,

[Signature]

([Name Typed])

[Enclosure [(amount number of attached documents)]]