

Cover Letter Format

**First and Last Name**

(323) 000-000 • Youremail@gmail.com

LinkedIn: \_\_\_\_\_

Date:

Employer Name (Contact Person)

Proper Business Title

Company's Name

Street Address

City, State, ZIP Code

Dear Mr./Ms. \_\_\_\_\_ (or) Dear Hiring Manager:

1<sup>st</sup> Paragraph: State the position you are applying for and the title of company/organization. State how you heard about the position (contact person/referral, employee website, job posting).

2<sup>nd</sup> Paragraph: is your time to shine. Describe why you are qualified to work for the company (education and/or experience). Provide specific examples about how you have gained skills and experience that may relate to the position. Do not underplay your experiences, many skills are transferrable. Show the employer why you are the best candidate.

3<sup>rd</sup> Paragraph (optional): After researching and obtaining information about the company, state why you want to work for them specifically. This should be tailored uniquely to each company/organization. Express why you would be the perfect fit for the organization and show your excitement about working for them.

4<sup>th</sup> Paragraph: Conclude your letter by thanking the employer for taking the time to review your resume/application. Let them know that they can contact you if they have any further questions and indicate how you can be reached (include your email and phone number.) State that you look forward to hearing from them.

Sincerely,

Your Signature in Black Ink

Your typed Name

Enclosure: Resume

Cover Letter Sample

**John Lopez**

(323) 444-4444 • Youremail@gmail.com • LinkedIn: \_\_\_\_\_

February 1, 2020

Marcela Jones  
Store Manager  
1701 Sunset Blvd.  
Los Angeles, CA 90000

Dear Ms. Jones,

I am writing to express my interest in the Sales Associate Position at Macy's. I heard about this position through the hiring manager Robert Langley, who I met at the Los Angeles City College Career Fair.

I am currently a student at Los Angeles City College and working towards an Associate of Science Degree in Marketing. My anticipated graduation date is in December of 2020 and I was pleased to learn about this opportunity. I believe my courses in retailing, selling professionally and advertising have equipped me for this position. In addition to these courses, I have gained customer service experience during my employment at In-N-Out Burger. I displayed multitasking skills by working in a fast-paced environment which included accurately taking orders, receiving payment, preparing meals, and serving customers. I gained recognition for being in the Top 5 in the district to obtain excellent customer reviews. I am a strong advocate for meeting the customer's needs and I go out of my way to ensure customer satisfaction.

I am particularly interested in working for Macy's because I believe it is a department store that not only sells quality products and clothing, but also cares about the community. I was delighted to learn that Macy's raised more than 6 million dollars to support the Cancer Research Foundation, since 2000. In addition, I was excited to learn about the company's partnership with Make-A-Wish Foundation, since I am very involved in and passionate about that foundation. This shows me that Macys' goals align with my vision for granting joy to children with life threatening conditions. I would be honored to work at a company that provides quality clothes, products and is giving back to the community.

I appreciate you taking the time to review my application. If you have any further questions, I can be reached at (323) 444-4444 or by email Youremail@gmail.com. Thank you for your consideration and I look forward to hearing from you soon.

Sincerely,

John Lopez