**Cover Letter Format**

(If you want to individualize your cover letter, the follow explains what should be in each of the three paragraphs)

Your name

Address

Phone

DATE

Name (of who you are sending this to)

Title

Company Name

Company Address

Company city, state zip

Dear Name or Title or Employer:

FIRST PARAGRAPH: Specify the position that you are applying for and how you became aware of it.

SECOND PARAPGRAH: Talk about actions and accomplishments that qualify you for the position. Use action verbs (assessed, directed, organized, assembled, operated, repaired…). Show how your experiences would benefit the company.

THIRD PAPAGRAPH: Say that you are available for an interview (e.g. I am available for an interview at your convenience. Or --I am looking forward to meeting with you, and discussing how my skills and abilities can benefit \_\_{company name}\_\_), and thank the employer for his/ her/ their time and consideration.

Respectfully yours,

{Leave two the three spaces for your handwritten signature—sign it as soon as you print it!}

Your Name (typed)

Enclosure: Resume

**Example Cover Letter**

Your Address

City, State Zip

February 25, 20XX

(Name of Individual)

Name of Company

Address

City, State Zip

Dear (Name of Individual):

This letter is an application for a summer position as a (position applying for). I will be available to work from May 14 through August 31, 20XX.

I am enrolled in the (state program receiving degree or certificate) course at Manhattan Area Technical College. The twelve-month course began in January and will be completed next December. One of the course requirements is to work during the summer as an Apprentice Lineman thus; I am applying for this summer position. My resume shows the topics we will be covering during the Electric Power program. By the middle of May, I will have finished the first half of the course.

I am available for an interview at your convenience. I would appreciate the opportunity to discuss the ways I believe my training and skills can help your company. You can reach me at (###) ###-####. Thank you for considering me for a summer Apprentice Lineman position.

Sincerely,

Type Your Name Here

Enclosures

**Example Thank You Letter**

Your Address

City, State Zip

March 15, 20XX

(Name of Individual)

Name of Company

Address

City, State Zip

Dear (Name of Individual):

Thank you for taking the time to talk with me and for the tour of your company’s facilities. I enjoyed our conversation and learned much more about \_\_\_\_\_\_\_\_\_\_\_Electric Co-op.

The position of temporary Apprentice Lineman interests me very much. I would like to have the job and be a part of your work force this summer. I will be able to start work on May 14 and can work until August 31.

Thank you for considering me for a position. Please contact me if you have any further questions.

Sincerely,

Type Your Name Here

**Example Resignation Letter**

Your Address

City, State Zip

February 25, 20XX

(Name of Individual)

Name of Company

Address

City, State Zip

Dear (Name of Individual):

The purpose of this letter is to notify you that I must leave my position at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. My last day will be March 30. As we discussed, I will have all of my responsibilities completed at that time.

Thank you for giving me the opportunity to be employed by your company.

Sincerely,

Type Your Name Here

*(This letter can be very brief but* ***MUST*** *be positive. Say nothing negative. Leave on a positive note. If the job has been a good experience, add a sentence or two in the last paragraph telling something that has been valuable or helpful to you as an employee.)*