

JOHN SMITH

PROGRAMMER AT INITECH

John Smith, 123 Broadway, City, Country

HR Dept. — Corporation
123 Pleasant Lane
12345 City, State

December 14, 2021

Cover Letter

Dear Recruiter,

PARAGRAPH ONE: State the reason for the letter, name the position or type of work you are applying for and identify the source from which you learned of the opening.

PARAGRAPH TWO: Indicate why you are interested in the position, the company, its products, services - above all, stress what you can do for the employer. If you are a recent graduate, explain how your academic background makes you a qualified candidate for the position. If you have practical work experience, point out specific achievements or unique qualifications. Try not to repeat the same information the reader will find in the resume. The purpose of this section is to strengthen your resume by providing details which bring your experiences to life.

PARAGRAPH THREE: Request a personal interview and indicate your flexibility as to the time and place. Repeat your phone number in the letter. End the letter by thanking the employer for taking the time to consider your credentials.

Sincerely yours,

John Smith