# Cover Letter Format

**[Date]**

**[ Name]**

**[Title]**

**[Company]**

**[Address]**

**[City, ST ZIP Code]**

**Dear Sir/Madam,**

I am writing this letter of interest to you in reference to the job opening posted on your website. I would like to apply for the position of \_\_\_\_\_. The reason I would like to apply for this position is that \_\_\_\_.

My educational background and work experience are as follows: \_\_\_\_\_\_\_\_\_\_. It was at these institutions that I obtained my current skills, abilities and knowledge which are applicable to your business. I believe these skills will make me a valuable asset to your organization. Moreover, my work ethic and personality make me a good candidate for this position.

In summary, I believe that my skills and knowledge are well suited for this position and I look forward to hearing from you regarding my application. Please Contact me if there is anything else that I can do or say about myself or any other aspect of my application. Thank you for your time and attention!

**Sincerely,**

**[Your Name]**