



## RE-ENTRY EMPLOYMENT SERVICE PROGRAM (RESP)

### COVER LETTER FORMAT

Name of recipient of letter  
Company Name  
Company Address  
City, State, Zip Code

Dear \_\_\_\_\_:

(Preferable to use person's name; if not – Dear Human Resource Manager:

Dear Sir/Madam:

To Whom It May Concern:

*(Introductory Paragraph)* With this letter I wish to express my strong interest in seeking employment with (name of company) as a/an (name of position). I saw the position listed in \_\_\_\_\_ **or** I heard about the position from \_\_\_\_\_. My resume is attached for your review and consideration.

*(Explanation of skills and interests)* Through my work experience I have developed (use skill words listed in the want ad). **Give an example of how you developed or used the skills listed in previous sentence.** I am interested in this position because...(say what you would like about this type of work or what interests you have that make you a good fit for this job).

*(Closing statement)* The above information provides an introduction to my abilities. I would welcome an opportunity to meet with you to discuss the ways I can contribute to your company. Thank you for your time and consideration, and I look forward to hearing from you in the near future.

Sincerely,  
(Sign your name)

(Your typed name)