

## SAMPLE COVER LETTER



**Our business is helping people**  
2200 S. Grant St., Suite A  
Missoula, MT 59801  
Phone: (406) 543-3590  
Fax: (406) 543-3876  
clerical@workforce-inc.com

*(Your name, address and phone number should be listed in center, left or right justified)*

Date

Mr. / Ms. [Contact's Full Name]  
Company Name  
Address

Dear Mr. / Ms. [Contact's Full Name]:

Please accept the enclosed resume, which I am submitting in support of my application for the position as a \_\_\_\_\_ (indicate position) with your company.

I feel that my education and customer relations experience will allow me to bring the benefits of my background to your organization.

Thank you for your considerate review. I look forward to speaking with you at your earliest convenience.

Sincerely,

*Your Signature*

Full Name typed or printed

\*A cover letter should be mailed to potential employers along with your application and/or resume. It should restate the position desired and again include a brief description of how you can benefit the company.