**Cover Letter Instructions**

\*The cover letter should be in the same format as indicated below. It might look different from other letters you have written, but be assured this is the proper way to write a cover letter so please follow the instructions!\*\*

(Put your contact information in the following order)

Name   
Address   
City, State, Zip Code   
Phone Number   
Email Address

Date (Put the date you are writing the letter)

(Employer contact info- if you have it)

Name   
Title   
Company  
Address   
City, State, Zip Code

Dear Mr./ Mrs. Last Name (If you do not know whom to address the letter to, write “To Whom It May Concern,)

First Paragraph   
The first paragraph of your letter should include information on **why you are writing**. **Mention the position you are applying** **for** and **where you found the job listing**. Include the name of a mutual contact, if you have one.

Second Paragraph  
The next section of your cover letter should **describe what you have to offer the employer** (discuss your job training program). **Mention specifically how your qualifications match the job you are applying for** (explain skills you have learned while training that would help you in the position you are applying for).

Final Paragraph  
Conclude your cover letter **by thanking the employer** for considering you for the position. **Include information on how you will follow-up.**

Respectfully Submitted,

(Leave space to sign your name after you print your letter.)

Type your name

Your Name

Your Address

Your City, State and Zip Code

Your Phone Number

Your E-mail Address

Today’s Date

Employer’s Name (If you do not know this, start with the Employer’s Company and skip name/ title)

Employer’s Title

Employer’s Company

Company’s Address

Company’s City, State and Zip Code

To Whom It May Concern,

My name is Marissa Peters. I am writing to give you some more information about myself and express my interest in the available position of housekeeping attendant with your company. I recently learned of the available position through www.ohiomeansjobs.com.

I am currently a student at EHOVE Career Center in the Job Connections program. This program teaches me employability skills through job training sites around the community. I have had experience at Dollar General, Kalahari Waterpark, and Parkvue Nursing Home. Some of the skills I have learned while training at these sites include: managing my time, learning proper policies and procedures, sanitation, organizing, and good customer service. I believe these skills would make me a good addition to your team if given the opportunity with the housekeeping attendant position.

Thank you for your time and consideration in this matter; it is much appreciated. Attached you will also find my completed application and resume. I look forward to talking with you more about my qualifications for this job in an interview. You may get in touch with me by calling the number listed about.

Respectfully Yours,

Marissa Peters