

Sample Cover Letter 1

Copy heading from your resume

January 1, 201xx (use current date)

Name

Title

Company

Address

City, State Zip

Dear Mr. Ms. Hiring Manager:

After carefully reviewing the description for the xxx position with xxxxx Corporation on the Alabama A&M University Career Development Service's Handshake website, I am submitting my resume for your review and consideration. I believe that my work background and skills are ideally suited for this opportunity.

As my resume shows, I am a xx student with a unique combination of technical and customer service skills. In my role as a xxxx with xxx, I perform various duties, including....

I am confident that my education and skills are well aligned with this position and would allow me to make immediate contributions to xxxx. I welcome the opportunity to speak and you and hope to hear from you soon.

Sincerely,

Take a picture of your signature on clean white paper (use a fine point black Sharpie) and insert the jpg of your signature here

Type your full name here

Enclosure