**1054 Geary Blvd. Apt #3**

**San Francisco, CA 94109-6950**

**dunpeal.d@hotmail.com**

**Contact person**

**Title**

**Company**

**e-mail**

**3/17/2008**

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| --- |
| **Dear Mr./Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**  **Immediately explain why your background makes you the best candidate for the position you are applying for. Keep the first paragraph short and hard-hitting.**  **Detail what you could contribute to this company. Show how your qualifications will benefit this firm. Remember to keep this letter short; few employers will read a cover letter over one page.**  **Describe your interest in the corporation. Subtly emphasize your knowledge about this firm (the result of your research effort) and your familiarity with the industry. You should present yourself as eager to work for any company which you interview with.**  **In the closing paragraph, you should specifically request an interview. Include your phone number and the hours when you can reached. Alternatively, you might prefer to mention that you will follow up with a phone call (to arrange an interview at a mutually convenient time within several days).** |

