

September 1, 2018

completely write out the date, no abbreviations, return 4 times and start your address line

Alan Gersten  
Hiring Manager  
1401 S. Grand Avenue  
Santa Ana, CA 92705

This is the address the application documents will be sent to

Dear Mr. Gersten:

The person you are sending the letter to. The name is followed by a colon and return 2 times and start your letter

1' margins around the entire document

Follow this format for the best possible grade on the cover letter. Start your cover letter with a grabber—a statement that relates to the job you will be applying for and establishes a connection with your reader, a probing question, or a quotable quote. Briefly say what job you are applying for and why you want this job. After this paragraph have one space and start the next paragraph

The mid-section of your letter should be one or two short paragraphs that make relevant points about your qualifications and how they make you qualified for the job you are applying for. You should not summarize your resume! After this paragraph have one space and start the next paragraph

Your last paragraph should initiate action by explaining what you will do next (e.g., call the employer to set up an interview) or instigate the reader to contact you to set up an interview (e.g. I look forward to speaking with you and setting up an interview). Close by saying “thank you.” (e.g. Thank you for your time ...etc) After this paragraph have one space and start the next paragraph

Sincerely yours,

After the last paragraph is finished you will return twice and type your closing. This will be followed by 4 returns to make the proper spacing for your signature

Wanda Rodriguez

type you name here and in the space between the closing and your name, you will sign the letter using your signature. Always sign in blue or black pen.

Enclosure: resume

This means you have included your resume with the application documents