**Formatting:**

Create letterhead – name personal info/contact info…

3 spaces between letter head and date line

Dateline (current date)

3 spaces between dateline and inside address

Inside address- person you are sending it to- their information

Dear Mr. Gunderson:

(**Body**) Paragraphs are single spaced. You want to start with an **opening statement**. Something to show your interest in the job/introduce yourself as a potential candidate for the open position.

Then start in with the **purpose**. Basically the **How** and **Why** you would be a good fit for the job. State here education facts and skills/ current work experience that relates to the job requirements.

You do not want to explain everything in your cover letter otherwise what is the purpose of a resume? Here you have the closing statement. Say the best way to be contacted and the best time to be contacted. Always thank them…

Sincerely,

Type Name

Attachment- if you are attaching a resume and reference page.

**Jennifer Garcia**

**1776 Bay Cliff Drive, Tampa, FL 33602**

**(727) 555-0347 jgarcia@alcona.net**

January 17, 2017

Ms. Mary Walker-Huelsmen, Director

Florida Port Community College Center

2745 Oakland Avenue

St. Petersburg, FL 33713

Dear Ms. Walker-Huelsmen:

I am seeking a position in which I can use my computer and communication skills. My education and experience, outlined on the enclosed resume, includes a Business Software Application Specialist certificate from Florida Port Community College.

With a permanent position as my ultimate goal, I hope to use the Florida Port Community College Career Center to secure a temporary job. I can be available for a flexible number of hours or days and am willing to work in a variety of businesses or organizations.

As my resume illustrates, I have excellent computer skills, I am an honor student at Florida Port Community College and have outstanding references. In addition, I have part-time work experience as a software tester, where I perform the following computer activities:

|  |  |
| --- | --- |
| Microsoft Access | Test database queries |
| Microsoft Excel | Enter software test data |
| Microsoft Word | Create and mail form letters |

You can contact me by email at jgarcia@alcona.net or by telephone at (727) 555-0347. I am available for an interview at your convenience.

Sincerely,