

April 11, 2017

MichelAngelos
South Bend, Indiana

To Whom it May Concern:

I was delighted to hear of your search for a design tech at your South Bend location. Please consider this my formal application for the position.

My education and training have prepared me for this position and the many challenges that this position will present. I have enclosed my resume for you to look over. Please let me know if you need any further information, or if you have any questions.

I look forward to hearing from you at your earliest convenience.

Sincerely,

Student Full Name
269.765.4321
studentemail@email.com

Do not write any of the information below – it is simply instructions for you to follow

Cover Letter Example

- You must have a date in the top right corner.
- Make sure to mention the specific job title and location for which you are applying.
- You may be specific about your qualifications in the letter if you'd like. This is your chance to highlight some items from your resume.
- Also include contact information.
- Be sure you have spell checked.
- The letter does not have to be extremely long, but it must be professional in tone.
- Please line your letters to the left for a professional appearance.
- This style of letter does not need to be indented.