

SAMPLE COVER LETTER

123 Main Street
Westbury, NY 11590
Date

NAME, TITLE
COMPANY NAME
COMPANY ADDRESS
TOWN, NY ZIP

Dear Mr./Ms. _____:

I would like to be considered for a _____ position at your company/practice. I am a high school senior enrolled in a _____ program at Barry Tech School in Westbury.

As you will see on my resume, I have experience working for _____ years as a _____ and have already completed a full school year in _____ program. As part of the second year of this program I am required to obtain further work experience in my chosen field and I'd like to do that at your office/company.

I have work experience in _____. The _____ job was my favorite and it taught me a lot about _____. I take pride in being able to _____ better than most people.

I would like to meet with you to discuss my qualifications. Feel free to contact me at _____ after _____ p.m. Thank you for your consideration.

Sincerely,

Sign here

Your Name Here (first, last name)

Enc.