

**COVER LETTER  
INSTRUCTIONS**

**Jennifer S. Brooks**

401 Oak Avenue  
Wilkesboro, NC 28000  
(336) 555-0000  
jsbrooks@aaool.com

April 26, 2016

Lillian Davis  
Human Resources Director  
New Horizons, Inc.  
200 Broad Street  
Wilkesboro, NC 28000

Dear Ms. Davis:

The opening paragraph should gain the interest of the employer. State why you are writing (name the position for which you are applying and how you heard of it) and give information to show why you are interested in this specific job.

The middle paragraph should create a desire on the part of the employer to know more about you. Explain why you are interested in working for this employer. Point out your qualifications or experience in this field that relate to the specific job. Refer the reader to your general qualifications on your enclosed resume.

In the closing paragraph, tell the employer you look forward to hearing from him soon and thank him for his time and consideration. Also, tell the employer to feel free to contact you if they have any additional questions.

Sincerely,

(Sign above your printed name if a hard copy)  
Jennifer S. Brooks

Enclosure (Use Enclosures if attaching more than one other document)

**Sample  
Cover Letter**

**Jennifer S. Brooks**

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April 26, 2016

Lillian Davis  
Human Resources Director  
New Horizons, Inc.  
200 Broad Street  
Wilkesboro, NC 28000

Dear Ms. Davis:

I am writing in response to the assistant activities director position listed on your company's website. Currently, I am seeking an Associate in Applied Science Degree in Human Services at Wilkes Community College and will graduate next month. I hope to find a position working with senior adults. The assistant activities director position will allow me to fulfill this goal.

As noted on my enclosed resume, I am completing an internship at Wilkes Senior Center. While at the center, I assisted the activities director with various activities. I also organized senior games, events, and invited guest speakers. I believe my education, combined with my recent work experience, will make me the ideal candidate for this position.

If you have any additional questions, please contact me at 336-555-0000. Thank you in advance for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Jennifer S. Brooks

Enclosures