

## Sample Resume Cover Sheet

Mike Carlson  
123, 4th Street  
Boston, MA, 02111  
123-456-7890  
mike@yahoo.com

7th August, 2008

Addressee's Name  
HR Manager  
ABC Company  
321, 5th street  
Boston, MA, 02333

Dear Mr. last name (of addressee),

You can start your first sentence with a statement to tell which job in the company you are applying for.

The middle section of the resume cover sheet should describe your main qualification and experience in short. It should also tell why you are a good fit for the company.

The last section should tell the reader that want you plan to do next. Whether you plan to call them up or you are waiting for their call. End your paragraph with a thanking you note.

Sincerely yours,

Mike Carlson

Enclosure: Resume