

YOUR NAME

[STREET ADDRESS], [CITY, ST ZIP CODE], [PHONE NUMBER], [E-MAIL ADDRESS]

OBJECTIVE

[Describe your career goal or ideal job.]

EXPERIENCE

[START DATE] TO [END DATE] [Company name] [City, ST]

[JOB TITLE]

- [Job responsibility/achievement]
- [Job responsibility/achievement]
- [Job responsibility/achievement]

[START DATE] TO [END DATE] [Company name] [City, ST]

[JOB TITLE]

- [Job responsibility/achievement]
- [Job responsibility/achievement]
- [Job responsibility/achievement]

[START DATE] TO [END DATE] [Company name] [City, ST]

[COMPANY NAME]

- [Job responsibility/achievement]
- [Job responsibility/achievement]
- [Job responsibility/achievement]

[START DATE] TO [END DATE] [Company name] [City, ST]

[JOB TITLE]

- [Job responsibility/achievement]
- [Job responsibility/achievement]
- [Job responsibility/achievement]

EDUCATION

[DATES OF ATTENDANCE] [School name] [City, ST]

[DEGREE OBTAINED]

- [Special award/accomplishment or degree minor]

REFERENCES

References are available on request.

YOUR NAME

[Type your e-mail] • [Type your address] • [Type your phone number]
[Type your website]

OBJECTIVES

[Type your objectives]

EDUCATION

[Type your school name]

[Type the completion date] [Type the degree]

- [Type list of accomplishments]

EXPERIENCE

[Type the company name] | [Type the company address]

[Type your job title] [Type the start date] –

[YOUR NAME]

[Street Address, City, ST ZIP Code] [phone] [e-mail]

OBJECTIVE

[Describe your career goal or ideal job.]

EXPERIENCE

[Job Title]

[Dates of employment] [Company Name], [City, ST]

- [Job responsibility/achievement]
- [Job responsibility/achievement]
- [Job responsibility/achievement]

[Job Title]

[Dates of employment] [Company Name], [City, ST]

- [Job responsibility/achievement]
- [Job responsibility/achievement]
- [Job responsibility/achievement]

[Job Title]

[Dates of employment] [Company Name], [City, ST]

- [Job responsibility/achievement]
- [Job responsibility/achievement]
- [Job responsibility/achievement]

[Job Title]

[Dates of employment] [Company Name], [City, ST]

- [Job responsibility/achievement]
- [Job responsibility/achievement]
- [Job responsibility/achievement]

EDUCATION

[School Name], [City, ST]

[Dates of attendance]

- [Degree obtained]
- [Special award/accomplishment or degree minor]

INTERESTS

[Briefly list interests that may pertain to the type of job you want.]

REFERENCES

References are available on request

[Your Name]

[Phone]
[Street Address], [City, ST Zip Code]

[E-Mail]
[Website]

References:

1. **[Reference's Name]**
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]
[phone]
[e-mail]

Relationship: **[Relationship with reference]** at **[Company Name]**
from **[dates of employment]**
2. **[Reference's Name]**
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]
[phone]
[e-mail]

Relationship: **[Relationship with reference]** at **[Company Name]**
from **[dates of employment]**
3. **[Reference's Name]**
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]
[phone]
[e-mail]

Relationship: **[Relationship with reference]** at **[Company Name]**
from **[dates of employment]**
4. **[Reference's Name]**
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]
[phone]
[e-mail]

Relationship: **[Relationship with reference]** at **[Company Name]**
from **[dates of employment]**
5. **[Reference's Name]**
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]
[phone]
[e-mail]

Relationship: **[Relationship with reference]** at **[Company Name]**
from **[dates of employment]**

Cover Letter Format

Your Name (*your contact information*)
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email Address

Date

Contact Information (*the person you are writing to*)
Name
Title
Company
Address
City, State, Zip Code

Dear Mr./Ms. Last Name:

When writing a business letter, keep your letter simple and targeted, so the purpose of your letter is clear.

The first paragraph of your business letter should provide an introduction to why you are writing.

Then, in the following paragraphs provide more information and specific details about your request. Explain why you are writing so it's easy for the reader to understand what you are asking.

The last paragraph of your letter should reiterate the reason you are writing and thank the reader for reviewing your request.

Respectfully yours,

Handwritten Signature (mailed letter)

Typed Signature