

Job Search

Sample Cover Letter

Return address

1450 Sample Street
Honolulu, Hawaii 96810

Date

June 4, 2016

Address each letter to the person who can hire you or would supervise you or to the appropriate department.

Mr. Wallace Gomes
Vice-President of Operations
Hawaii Honua, Inc.
1759 Any Street
Honolulu, Hawaii 96814

Begin with the purpose. State the position you are seeking and how you learned of it. Express interest.

I read with interest an article in *Our Islands Monthly* about your company's plans to start a new magazine about outdoor recreation. The article mentioned that a major part of each issue would cover wilderness area preservation efforts. I am very interested in the open writing position advertised on your website.

Highlight your qualifications. Try to identify something about you that is of interest to the employer. Refer reader to the enclosed resume.

For the past two years I have been deeply involved in resource management and land- use planning. During this time, I served on a citizens' advisory committee that recommended management practices for forest lands. I have also done freelance writing and publications design for the Nature Conservancy and other groups concerned with resource protection. My enclosed resume details my experience.

End with the action you will take or ask for further action such as an interview. State where and when you can be reached; be flexible.

My first-hand knowledge of preservation efforts in the Islands, plus my writing and publications experience could greatly benefit your new magazine. I am very interested in interviewing for the writing position. I will call your office next week to arrange an appointment.

Follow closing phrase with your signature and full name typed. Include a telephone number and email address.

Sincerely,
(Signature)
Maile Aloha
808.555.5555
maile.aloha@internet.com