

## How to Write a Cover Letter

Your first paragraph should state the purpose of your cover letter while specifically mentioning the position you're applying for. Briefly summarize why your experience makes you a good fit. Try pulling language from the job requirements so you can directly relate your experience to what they're looking for.

Your second paragraph should summarize why you're uniquely qualified for the job, which is where you should explain your experience. Explain how what you do makes you a great candidate for the position.

In the last paragraph, restate your interest, specifically ask for an interview to learn and include your phone number. Finally, thank the hiring manager for his or her consideration.

## Sample Cover Letter

Dear (Hiring Manager's Name),

I would like to apply for the Pet Assistant position advertised by you. I saw the position listed on the jobs.com website. I have experience pet sitting and think I would be a good addition to your company.

Having worked with animals for over a year, I have learned a lot about the skills needed to care for many types of animals. I am responsible for walking, bathing, and feeding several of my neighbors pets. Doing this, I have learned how to work with a variety of animals and their different personalities. Working with different people has taught me good people skills, too.

I would like to meet with you to discuss my experience and share with you how much I would enjoy working at (company name). You may contact me at (333) 333-3333 or by email at [jdcaning@gmail.com](mailto:jdcaning@gmail.com).

Sincerely,

(your name)