

COVER LETTER WORKSHEET

**Name**  
Address  
Phone Number | Email Address

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Date

Contact Name  
Title  
Employer Name  
Address  
City, State, Zip Code

Dear Mr. /Ms. \_\_\_\_\_ :

Introductory Paragraph:

Body:

Closing/Summary:

Sincerely or Thank you,

*Signature*  
[Your Name, Typed]