



Writing a Cover Letter

2010 Bozeman Drive
Bismarck, ND 58504

Youth Works
115 Rosser Ave
Bismarck, ND 58501

Dear Ms. Smith:

Salutation

The opening paragraph should state why you are writing, what position you are applying for, and how you found out about the position. If someone referred you, this would be the place to include this. Stating why you are interested in the position or company would also be a nice fit in the opening paragraph.

The second (and third) paragraph includes your skills and qualifications. You want the reader to believe that you are qualified for the position. Stating that you would like an opportunity to discuss further how your qualifications meet the needs of the company is also a good idea. Most employers welcome candidates who are proactive by indicating