

JOSEPH MACANERY

727 444-5550
jmacanery4545@gmail.com

300 Elm Street
New Port Richey, FL 34652

Today's date

Your addressee's name

Professional title

Organization name

Mailing address

City, State and Zip Code

Dear Mr. (Mrs. or Ms.) last name:

Start your letter with a statement about why you are sending this cover letter and resume. Briefly say what job you are applying for.

The mid-section of your letter should be one or two short paragraphs that make relevant points about your qualifications. **Do not summarize your resume.**

Your last paragraph should initiate action by explaining what you will do next (if you have not heard from them within a specified time frame you will follow-up with a phone call). Close by saying "thank you".

Sincerely yours,
(Signature)

Your name (typed)

Enclosure: Resume