A picture containing thing, object

Description generated with high confidence­

Name

Your

741 Kossuth Lane

Derry, ME 04402

your.name@gmail.com

(207) 014-7858

March 15, 2020

Hiring Manager’s Name

47 Jackson Street

Derry, Maine 04401

(207) 421-3698

hiring.manager@gmail.com

Dear [Hiring Manager’s Name],

Since graduating from high school in 2010, I have waitressed at four different establishments in Derry. If you’re looking for experience and professionalism, I’m your candidate.

I am a reliable, diligent worker, with a 100% attendance record over my employment history. I am also popular with the local clientele: my ability to create a rapport with customers increased daily wine sales by $50 at my current workplace.

I look forward to hearing from you. I can be reached at [Your Email] or (207) 014-7858.

Sincerely,

[Your Name]

Dear Job Seeker,

PLEASE note that you \*must\* install the font files to make this cover letter template work perfectly. It’s very simple to do – **just follow the instructions in the “Read Me” file in the Zip file you downloaded this template from.**

If you’re struggling to write your cover letter, **don’t worry.** You’re in good company – everyone struggles with it. For a high quality cover letter that will land you employment, we recommend [consulting the certified experts at Resume Writer Direct](https://resumewriterdirect.com/cover-letter/?utm_source=CL_Word_Doc&utm_medium=RWD_Link&utm_campaign=RG_Downloads). (Yep, they can also help you with your resume!)

Or, here’s some other content that might help you finish your cover letter.

* [Cover Letter Builder](https://resumegenius.com/cover-letter-builder?utm_source=CL_Word_Doc&utm_medium=Cover_Letter_Builder_Link&utm_campaign=RG_Downloads)
* [How to Write a Cover Letter](https://resumegenius.com/cover-letters-the-how-to-guide?utm_source=CL_Word_Doc&utm_medium=Cover_Letter_Guide_Link&utm_campaign=RG_Downloads)
* [Cover Letter Examples by Industry](https://resumegenius.com/cover-letter-examples?utm_source=CL_Word_Doc&utm_medium=Cover_Letter_Examples_Link&utm_campaign=RG_Downloads)

Oh, and by the way, **you’re also going to need a resume.**

* [Free Resume Builder](https://resumegenius.com/?utm_source=CL_Word_Doc&utm_medium=Resume_Builder_Link&utm_campaign=RG_Downloads)
* [How to Write a Resume](https://resumegenius.com/how-to-write-a-resume?utm_source=CL_Word_Doc&utm_medium=How_to_Write_Resume_Link&utm_campaign=RG_Downloads)
* [Resume Samples by Industry](https://resumegenius.com/resume-samples?utm_source=CL_Word_Doc&utm_medium=Resume_Samples_Link&utm_campaign=RG_Downloads)