

## A Cover Letter Example: What it Usually Contains

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A cover letter can have many different uses. Usually a cover letter is used when applying or looking for a job. A cover letter can be about you inquiring about a certain job opening or it can be about you making an introduction about yourself and giving your employer a birds eye view on your skills and abilities. A cover letter should be catchy however it shouldn't sound as if you are bragging because this will certainly discourage your possible employer. For a cover letter to work it should be organized and pleasing to eye. Cover letters that contain jumbled information can be a bit too tiring to read.

A simple yet organized cover letter may be enough to catch your possible employers attention. If you are new to writing cover letters then you might need the help of a cover letter example. From the term itself it is easy to understand that a cover letter example is a sample cover letter. Cover letter examples usually contain the following: the title, this part usually contains the senders address and the recipients contact information, introduction, this part usually talks about the position desired, the body, this is where you go into a more detailed description on your interest for that particular job opening this part also includes your description of your previous work experience and skills, lastly the closing this the part the sums up the letter and usually indicates the next step the applicant is expecting to take.

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