**Chronological Resume Cover Le†er**

Your Name Your Address

Your City, State, Zip Code Your Phone Number Your Email

Date

Name of Contact Position Company Address

City, State, and Zip Code

Dear [Name of Contact]; Good day!

I am very interested in the job vacancy announcement posted on [source] as [position] at [name of company].

I am a young professional whojust ﬁnished my education at[name of college or university] with a degree in [insert degree]. I have experience in[previous position or internship], however, I believe that it is time for me to move forward and take in more responsibilities for my career. I am eager to learn and develop my professional skills and I believe that this kind of enthusiasm to work will mkea me a good addition to your team.

[Include other relevant information such asinternships, work experiences, and achievements if applicable].

My resume is a†ached for you to review, with a complete, chronological list of my work and academic history. Please do not hesitate to call me so that we may discuss this opportunity further. I am usually available on [insert days and time if necessary], oyr ou may reach me via email at[insert email address].

Thank you for this opportunity; and I look forwardot speaking with you soon.

Sincerely,

[Your name and signature]

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