

Chronological Resume Cover Letter

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 who just 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 make me a good addition to your team.

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

My resume is attached 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], or you may reach me via email at [insert email address].

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

Sincerely,

[Your name and signature]

