**Aquí está el formato y en la 3ra hoja está el ejemplo para su cover letter**

**Cover Letter Layout**

**Contact Information**
The first section of your cover letter should include information on how the employer can contact you. If you have contact information for the employer, include that. Otherwise, just list your information.

**Your Contact Information**
Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email Address

*(space)*

Date

*(space)*

**Employer Contact Information**
Name
Title
Company
Address
City, State, Zip Code

*(space)*

**Salutation**

*(space)*

Dear Mr./Ms. Last Name:

*(space)*

**First Paragraph:**
The first paragraph of your cover letter should include information on the position you are applying for, including the job title.

*(space between paragraphs)*

**Middle Paragraph(s):**
The next section of your cover letter should describe what you have to offer the employer. Mention why you are qualified for the job and how your skills and experience are a match for the position for which you are applying.

*(space between paragraphs)*

**Final Paragraph:**
Conclude your cover letter by thanking the employer for considering you for the position. Include information on how you will follow-up.

*(space)*

**Closing:**

*(space)*

Sincerely yours,

*(double space)*

**Signature:**

Handwritten Signature (for a mailed letter)

*(double space)*

Typed Signature

**Sample Job Application Letter**

John Donaldson
8 Sue Circle
Smithtown, CA 08067
909-555-5555
john.donaldson@emailexample.com

Date

George Gilhooley
XYZ Company
87 Delaware Road
Hatfield, CA 08065

Dear Mr. Gilhooley,

I am writing to apply for the programmer position advertised in the *Times Union*. As requested, I am enclosing a completed job application, my certification, my resume and three references.

The opportunity presented in this listing is very interesting, and I believe that my strong technical experience and education will make me a very competitive candidate for this position. The key strengths that I possess for success in this position include:

* I have successfully designed, developed, and supported live use applications
* I strive for continued excellence
* I provide exceptional contributions to customer service for all customers

With a BS degree in Computer Programming, I have a full understanding of the full life cycle of a software development project. I also have experience in learning and excelling at new technologies as needed.

Please see my resume for additional information on my experience.

I can be reached anytime via email at john.donaldson@emailexample.com or my cell phone, 909-555-5555.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,

*Signature* (for hard copy letter)

**Your Contact Information**
Address
City, State, Zip Code
Phone Number
Cell Phone Number
Email

**Employer Contact Information**

Name
Title
Company
Address
City, State, Zip Code

Date

Dear Mr./Ms. LastName

I am applying for the Inside Sales position posted on Boston.Monster.com. At your convenience, I'd appreciate the opportunity to discuss the position and my candidacy with you. You can find my resume attached to this e-mail.

I am looking to bring my well-honed public relations, marketing, and client-focused online, oral, and interpersonal communication skills internally to succeed in an inside sales position.

Pertinent experience and skills for the posted position include:

\*The power of persuasion. I’ve pitched stories for C-level executives via phone and e-mail and placed them in major media outlets, such as MSNBC, CIO Magazine, Sirius Satellite Radio, MSN Money, AARP Bulletin, and The New York Daily News.

\*The ability to reach key audiences. As a journalist, I published stories in key print and online media, including CareerJournal.com, CollegeJournal.com and StartupJournal.com (online publications of The Wall Street Journal), Consumers Digest, Woman's Day, and ePregnancy Magazine. As a copywriter, my work has been used in e-mail marketing, online and offline advertisements, blogs, brochures, taglines, and Web sites.

\*Strong financial aptitude (My experience includes a little over a decade in the accounting profession in external and internal client-facing environments.)

\*B.S. in Accounting from Southern New Hampshire University, with a Minor in Management Information Systems.

\*Relevant computer skills (Microsoft products, HTML, etc.).

\*Good listener...Solid work ethic...Desire to excel...Meet deadlines...Enjoy a fast-paced environment...Extraordinary factual recall...

I'd love to find out more about the position you're looking to fill, and I would welcome the opportunity to tell you how my skills and ideas can benefit Wellesley Information Services. I can be reached at (555) 555-5555 or name@gmail.com.

Thanks for your consideration; I look forward to hearing from you soon!

Sincerely,

*Your Signature*
Your Typed Name