

SAMPLE COVER LETTER

October 3, 2011

Sample J. Sample
125 1st Str.
Anytown, Bulgaria 123456
+359 45 678911
sample@gmail.com

Dear Host Company,

Shortly present yourself: write you full name, place of residence and current occupation. Explain why you would like to take part in the Summer Work and Travel Program and how you will benefit from this experience. Give specific examples. Outline clearly your dates of availability.

Give brief but detailed explanation of your previous relevant work experience. Give as many examples as possible and try to make connections between them and your future summer employment in the USA. Make sure that your cover letter matches exactly your CV.

Write a short presentation of your character, interests, hobbies, languages spoken/written, achievements, travels etc. Be as descriptive as possible. Try to demonstrate what your contribution to the company will be and give specific examples, if possible. Make connections between your character or any previous experiences and your current application to the particular employer.

Please feel free to contact my agency for more information regarding my work experiences. I hope to gain experience through your company during this Summer Work and Travel Season.

Best Wishes,

Sample J. Sample