

Sample Cover Letter

Jane Anne Doe
907-123-4568
Janeadoe@gmail.com

Dear Hiring Manager,

My name is Jane Ann Doe. I currently work as the Park Ranger with the State of Alaska Forestry. Based upon previous experience and/or education I believe that I would be a great candidate for the following positions: *(list out your top 3 job choices from the Direct Hire Vacancy list)*

- President of Base Operations
- Boiler Plant Operator
- Outdoor Recreation Manager

(If you believe you have the education and/or experience for other positions please list below)

I attached the required documents for a complete direct hire package. I look forward to hearing from you soon.

Thank you,

Jane Ann Doe