

# Cover Sheet

Sender's Name  
Street Address Here  
Address Line 2 here  
ph: 555-555-555555  
abc@example.com

**DD/MM/YYYY**

Receiver's Name  
Designation of Receiver Here  
Company Name Here  
Address Goes Here  
Address Line 2 Here

Salutation,

Start your first sentence with a statement to tell about the job you are applying for in that company.

The middle section of the resume cover sheet should describe your main qualification and experience in short. It should also tell why you are a good fit for the company.

The last section should tell the reader that want you plan to do next. Whether you plan to call them up or you are waiting for their call. End your paragraph with a thanking you note.

Sincerely yours,

Sender's Name

# Sample Cover Sheet For Paper

**Ying-Ying Zheng**



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