Fax Cover Sheet Template

Dear Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First paragraph of resume cover sheet must contain reason and purpose of writing cover sheet with detailed information. First paragraph is basically an introduction of sender to receiver.

Second paragraph of resume cover sheet must consist of professional skills, qualification, experience and other skills to have a certain position. All this information is given for potential employer’s convenience. Candidates must try to make sure the employer that he/she is the best one that he is looking for his company.

In last paragraph, write about plan for interview call or meeting with employer. Availability of candidates must be mentioned in last section of cover sheet.

Sincerely yours

James Hogue

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