If the company demands you to send your cover letter and resume through fax and it gives you a fax number where to send all these documents, you might not have a choice. You should know how to feed up your resume and cover letter in the fax machine to send all these files efficiently. Here is a sample of a correct fax cover letter template.

To: Mr. Walter Smith

TRF Telecommunications Company

Date: April 11, 2009

Pages: 5

Fax #: 123-456-7890

Title: Jude Hilton's Application for the E-library Assistant

Dear Mr. Smith:

My friend, Mr. James Boston, informed me about the vacancy in your company. Therefore, I would like to express my intent to apply for the e-library assistant in the TRF Telecommunications Company.

I am a fresh graduate of Bachelor of Information Technology last May. Prior to my graduation, I worked as a part time information specialist in a library in the university I belonged. I also had some part time jobs like on line English tutorial and student assistant in some libraries. With my on-the-job trainings, extracurricular activities, and part-time jobs, I will be ready for the jobs in your E-library.

Please review the resume and certificates enclosed with this letter. It will be my pleasure if you set an interview as soon as possible. I am looking forward to your response. Thank you and God bless.

Very truly yours,

Jude Hilton