

## Examples of enclosures

When you are including additional documents with your cover letter, be sure to type the words “Enclosure” or “Enclosures” at the bottom of your letter.

### Tips

- If you are attaching one document, such as a resume, then it is appropriate to use “Enclosure.”
- If you are including more than one document, such as a resume, transcripts, application, reference letters, etc., then use the plural form of the word.
- You can either indicate the number of documents attached in parenthesis or you can make a list of the documents that are included. Below are samples of how you can present this section of your letter.

### Sample enclosures

If you are including:

- One (1) document with your letter: *Enclosure*
- More than one document to your letter:
  - Enclosures: Application  
Resume  
Reference Letters (3)
  - OR--
  - Enclosures (5)