

Full Name

123 Street Address, City, State Zip
(XXX) XXX-XXXX
email@domain.com

Date

Name Addressing the Hiring Manager - Personalize who the letter is to –
Title Address the letter to an individual by name if at all possible, if not,
Address replace “Dear ---,” with “RE: Job Title” or “Subject: Job Title”.
City, State, Zip

Dear---

In the first paragraph, indicate the position, how you found it, and why you picked them. Identify something specific you like or that impresses you about their organization. Everyone likes to be complimented, including organizations and hiring managers.

In the second paragraph, tell them why they should pick you! Highlight 3 things detailed in the job description and how you offer those qualifications. Tell them how your skills will benefit the position and their organization.

In the third paragraph, tell them how much you want it (simply). Use words to demonstrate your passion. Help them to like and remember you and balance assertiveness with consideration for their time. Make them want to call you and make it easy.

Sincerely,

(Written Signature)

Your Printed Name

Enclosure or Attachment Include your resume. If submitting electrically use “attachment”, if mailing use “enclosure”

Overall

- The cover letter should not exceed one page.
- If sending by email, the cover letter should be the email body. If you still wish to attach it as a document along with your resume, fine, but have the cover letter still be the body of the email.
- The cover letter for each application should be unique. Do not use the same letter for all jobs.