

Cover Letter Template

Your Full Name
Address
Phone Number
Email Address (ensure email is professional)

Name of who you are sending it to
Professional Title
Company
Address
Phone Number

Provide as much information as you can. It is possible you will not have all of this information.

Today's Date

Dear First Name Last Name, (or Hiring Professional, Human Resources, Name of Company, etc)

1st paragraph

From (where you found out about the opening) I learned that (name of company) is looking to hire a (name of position). I feel that I am a perfect fit for this position because (explain why your work experience/education fits this job in 1-2 sentences).

2nd paragraph

The second paragraph is used to explain your duties/accomplishments in past positions/education experiences and how they relate to the job you are applying for. This paragraph is meant to be the majority of the cover letter. Use key words to sell yourself to the employer.

3rd paragraph

I appreciate the time you have taken to review my resume. If you would like to discuss my qualifications and how they pertain to the (name of position), please contact me at the number listed above. I look forward to speaking with you,

Sincerely, (or Respectfully,)

(Your signature)

Your Full Name

Enclosure(s)

List the documents that you are sending along with the cover letter (examples)

Resume
Education transcripts