

# COVER LETTER FORMAT

[Your Name]  
[Your Address]  
[Your Contact Info]

**Establish your interest and give a brief intro to your experience.**

[Date]

Dear [Hiring Manager's Name],

**In 2-3 paragraphs, tie in your skills and experience back to the requirements listed in the job posting.**

This letter is to express my interest in joining your organization as your new [Job Title]. The last [number] years have encompassed [explanation]. My hope is to become a part of your organization, as I believe [explanation].

I believe I would be a great fit at your company within this role because [explanation]. My last role taught me [explanation], and I gained the valuable skills of [explanation].

My time at [past experience] also inspired me to develop a passion for [explanation]. Combined with my [specific skills], this will make me an ideal candidate to [specific job requirements].

Given the opportunity, I can bring significant value to your corporation by utilizing my [specific skill sets, work experience, and education].

Thank you for your time, and I look forward to speaking more!

Best,  
[Your Name]

**Don't forget to sign your full name – and then you're done!**

**Be sure to thank the hiring manager for their time!**

**Conclude with a brief overview of your main points.**

# Cover Letter Tips Tutorial

**Peter Norton**



## **Cover Letter Tips Tutorial:**

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