

Cover Letter Template Format

| | |
|---------------------------------|---|
| Sender's Information | [Your Name] [Your Address] [Your City, State, Zip Code] [Your Phone Number] [Your Email Address] |
| Date written | [Date] |
| Receiver's Information | [Hiring Manager's Name] [Company Name] [Company Address] [Company City, State, ZIP Code] |
| Salutation | Dear Hiring Manager (or [hiring manager's name]), |
| Opening paragraph | My name is [your name]. I'm excited to be applying for the [job title] position at [Company Name]. [Short overview of your expertise, skills, and most outstanding accomplishments in the field]. [Your interest in this role and briefly explain how it matches your career goals]. |
| Experiences & skills | <p>During [number of years] years of experience, I have [major job responsibilities]. My greatest accomplishments are [relevant past achievements]. These experiences have allowed me to gain [skills relevant to the position] which I believe will allow me to [how you want to contribute and help the company grow].</p> <p>In addition to my experience, I have a solid educational background with a [educational degree] in [major of study]. I'm also a/an [personal trait] individual who is [soft skill #1, soft skill #2, soft skill #3...].</p> |
| Call-to-action | I am confident that the professional experience and skills I've obtained in previous positions have prepared me for this opportunity. I would love to meet you and discuss further on how I might be an asset to the [name of team, department or company]. |
| Closing paragraph | I have attached my resume for your reference. Thank you for your consideration and for taking the time to review my application. I look forward to hearing from you so we could discuss my contributions further in an interview at your convenience. |
| Sign-off & signature | Sincerely, [Signature] |

Cover Letter This Week Tutorial

Kay M. Price, Karna L. Nelson

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