

# Cover Letter Template Format

|                                 |   |
|---------------------------------|---|
| <b>Sender's Information</b>     | [Your Name]<br>[Your Address]<br>[Your City, State, Zip Code]<br>[Your Phone Number]<br>[Your Email Address]  |
| <b>Date written</b>             | [Date]  |
| <b>Receiver's Information</b>   | [Hiring Manager's Name]<br>[Company Name]<br>[Company Address]<br>[Company City, State, ZIP Code]   |
| <b>Salutation</b>               | Dear Hiring Manager (or [hiring manager's name]),   |
| <b>Opening paragraph</b>        | 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].  |
| <b>Experiences &amp; skills</b> | <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> |
| <b>Call-to-action</b>           | 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].   |
| <b>Closing paragraph</b>        | 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.   |
| <b>Sign-off &amp; signature</b> | Sincerely,<br>[Signature]   |

# Cover Letter Top

**Wendy S. Enelow, Ronald L. Krannich**

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