

# Cover Letter Template Format

<b>Sender's Information</b>	[Your Name] [Your Address] [Your City, State, Zip Code] [Your Phone Number] [Your Email Address]
<b>Date written</b>	[Date]
<b>Receiver's Information</b>	[Hiring Manager's Name] [Company Name] [Company Address] [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, [Signature]

# Cover Letter Guide Tutorial

**James G. Anderson, Stephen J. Jay**



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