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
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].

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....].

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]

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Shasha Hu

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