

Full Name

Email Address | Phone Number | Location (Optional) | LinkedIn URL (Optional)¹

Date²

Hiring Manager Full Name (if known)³

Hiring Manager Title (if known)

Name of Company/Organization

Address of Company/Organization

Dear Mr./Ms./Dr. ⁴

Introduction. Introduce yourself and your background briefly. Then, clearly state the position and company you are applying to, as well as how you learned about this position (i.e., job search database, social media posting, or a person you spoke with). If a person told you about the position, ask that person if you can include their name in the cover letter, especially if this person works at the company you are applying to. To conclude this paragraph, provide a clear, concise, and compelling *roadmap* for the cover letter; tell the reader what you plan to address in the following body paragraphs. Explain why you are the best candidate for the position you are applying for. Each body paragraph below must elaborate on *WHY and HOW* you are the best candidate for the position you are applying for.

Body paragraph 1. Elaborate on relevant experiences and skills. Convey *passion* through your writing. Use words that show your interest and dedication to the field and position. Don't tell the reader what you are skilled at, but *HOW* you gained those skills. Be specific, but concise. Always explain how your past experiences and skills are relevant to the job you are currently applying for.

Body paragraph 2. See description for "Body paragraph 1." If you only want to include one paragraph, that is fine. But, be sure to have an introduction, body paragraph, and conclusion. This document should be in the form of a "letter" to someone.

Conclusion. The final paragraph of your cover letter should only restate what you have already said above. Do not provide any new information. Simply reiterate your interest in the position and company (state both again) and share your excitement to schedule an interview to provide more information about your qualifications and interest. You do not need to include your contact information since they already have that from the header of both your resume and cover letter.

Sincerely,

Full Name

¹ Copy and paste the header from your resume directly to your cover letter; it should be identical

² Include date when you apply for the position; make sure to edit for every position you apply for

³ It is always better to address the letter to someone directly, so always do your best to find the hiring manager

⁴ Use proper courtesy title, address hiring manager directly and use full name, if known