

First & Last Name

Phone Number(s)

Email address

Personalized LinkedIn URL

Date

Name of Addressee

Position of Addressee

Company Name

Company Address

City, State, Zip

Dear Mr. /Ms. /Mrs. /Dr. Whomever or Title (**never use To Whom It May Concern**):

First paragraph: Seize attention using creative writing. State the exact position you are applying for and how you found out about it.

Second paragraph: Explain the reasons why you are a unique yet strong candidate for the position. Use the qualifications and duties sections of the job ad as your guide to target your information. Remember, the employer will be looking at your resume next so there is no reason to state many of the things they will see in the resume. Keep this section concise (this goes for the cover letter altogether – do not exceed 1 page in length) while still ensuring you touch upon your skills, experiences, characteristics, and/or accomplishments which make you a great candidate for the job.

Last paragraph: Ask for an interview and express your appreciation. For example “Thank you for taking the time to consider my resume. I am readily available for an interview and look forward to hearing from you.”

Sincerely,

Signature (It is recommended you personally sign the letter)

John Doe