Date

Company Name

Hiring Manager Name [If Known]

Address 1

Address 2

City, State, Zip

Dear [Hiring Manager Name or Hiring Manager],

The first paragraph should contain a self-introduction. You should write who you are, where your expertise lies, where you found the job posting, and why you want to apply for the job.

The second paragraph should respond directly to the job description written in the posting. Describe how your previous job experiences, skills, and abilities will allow you to meet the company’s needs. You can include words and phrases from the job posting (try not to use exact language).

* [You can also include a brief bullet list of your accomplishments from your resume, include those that most match the position.]

Final paragraph is called the “call to action” portion of the cover letter. Inform them that you’d love to get interviewed. Give them your contact information. Thank them for taking time to consider you for the position and that you look forward to hearing from them.

Sincerely,

Your Name