

Use Standard Page Margins – Do not make a “Custom” page.

Your Name
Address
City, State, Zip Code
Phone Number
Email Address

Date

Hiring Manager Name
Title
Company Name
Address
City, State, Zip Code
Phone Number

Dear Mr./Ms. Last Name

First Paragraph:

The first paragraph of the letter should include information on why you are writing to them. Mention the position applying for. Include the name of the mutual friend, if any that recommended you for the position. Be clear and concise regarding your reason for applying

Second Paragraph:

The next section of the cover letter should describe what you have to offer the employer. Make strong connections between your qualifications and their needs. Mention specifically how your skills and experiences match the job you are applying for. Remember, you are interpreting your resume, not repeating it. Try to support each statement you make with a piece of evidence, (you can use bullet points for these).

Final Paragraph:

Conclude the letter by thanking them for considering you for the position. Include the best way to contact you (email address or by phone number). Tell them that you look forward to hearing from them soon.

Sincerely,

Handwritten signature (if mailed)

Your Full Name