

First Name Last Name
Address
City, State Zip Code
Phone / Email / LinkedIn URL

[Date]

[Name of Person]

[Person's Title]

[Name of Company/Organization]

[Employer's Street Address]

[City, State, Postal Code]

Dear **[Mr./Ms. Last Name]**:

Body of Cover Letter

The body of your cover letter lets the employer know what position you are applying for, why the employer should select you for an interview, and how you will follow up.

First Paragraph:

The [first paragraph](#) of your letter should include information on why you are writing. Mention the position you are applying for. Include the name of a mutual contact, if you have one. Be clear and concise regarding your request. Your goal is to convince the reader that they should grant the interview or appointment you requested in the first paragraph.

Middle Paragraph:

The next section of your cover letter should describe what you have to offer the employer. Make strong connections between your abilities and the employer's needs. Mention specifically how your skills and experience 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 specific piece of evidence. Use several shorter paragraphs or bullets rather than one large block of text so that your letter is easy to read.

Final Paragraph:

Conclude your cover letter by thanking the employer for considering you for the position. Include information on [how you will follow up](#). State that you will do so and indicate when (one week's time is typical).

Regards,

[Your Signature]

[Your Name]

[Your Phone Number]

[Your Email Address]

[Your LinkedIn URL]

First Name Last Name
Address
City, State, Zip Code
Phone / Email / LinkedIn URL

[Date]

[Mr./Ms. Name of Person]
[Person's Title]
[Name of Company/Organization]
[Employer's Street Address]
[City, State, Zip Code]

Dear **[Mr./Ms. Last Name]**:

In the **introductory paragraph**, you want to let the reader know the position you are applying for and how you learned about the position. Include a statement noting that your skills and experience makes you a competitive candidate for the position.

Explain that a comparison of the posted job requirements to your qualifications is listed below.

Your Posted Requirements	My Matching Qualifications
Requirement #1	Qualification #1
Requirement #2	Qualification #2
Requirement #3	Qualification #3
Requirement #4	Qualification #4
Requirement #5	Qualification #5

In the **concluding paragraph**, you want to thank the reader for considering your application and provide your contact information to schedule an interview.

Regards,

[Your Signature]

[Your Name]
[Your Phone Number]
[Your Email Address]
[Your LinkedIn URL]