

JANE TOPPIN

212-555-1212 | youremail@email.com

Date

HR Manager/Recruiter

Company Name

Company Address

City, ST, 12345

Dear Mr. (Ms.) (“Hiring Manager” when unknown) _____,

The cover letter is typically the first contact you have with the prospective employer. You will use the cover letter to introduce yourself to the organization, demonstrate your interest in the company, highlight your background and motivate the reader to want to interview you.

The cover letter should be no more than 1 page, using the same or similar header, font and style as used in the resume. Write the cover letter directly to the hiring manager (Dear Hiring Manager), NOT To Whom it May Concern.

You can start with:

I would like to be considered for the position of [Desired Job Title] as advertised in [Name of Source], and I believe that I am an ideal candidate for this role with experiences and skills that would allow me to contribute to the continued growth of your organization.

In the body of the cover letter demonstrate understanding of the role and highlight how your experience aligns with the role including your ability and experience with applying solutions to challenges as applicable. Show your connection with the role, the company, the organizational mission by defining relevant career accomplishments, qualifications, and transferable skills.

Highlights of my qualifications most relevant to the [Desired Job Title] include:

- (List two to three key points from your background that match what the employer is looking for.)
- (Read the job announcement to find out what they need and then demonstrate exactly how you can help them.)

In closing express your appreciation for consideration and a call for action that generates an interview.

Example: My resume provides further details of my responsibilities and accomplishments. However, the best way to assess my qualifications is through a personal interview. I am available to schedule a meeting at your convenience to discuss how my experience and record of results can contribute to the business objectives of your organization. I can be reached at 000 123 4567.

Thank you for your consideration. I look forward to your reply.

Sincerely,

Your Name