**COVER LETTER TEMPLATE**

Your Name

Street Address

City, State Zip Code

[You can replace the above information with the heading from your resume]

Date

Hiring Manager’s Name

Hiring Manager’s Title

Company Name

Company Street Address

City, State Zip Code

Dear [Insert Hiring Manager’s name if known],

**1ST paragraph** – State the reason for writing. Name the specific position or type of work for which you’re applying. Mention how you learned of the opening. If you know someone in the organization, consider mentioning your connection here.

**2nd (and optional 3rd) paragraph** – Explain why you’re interested in working for this employer and specify how you fit this position. Mention on e or two of your qualifications you think would be of greatest interest to the organization, tailoring your wording to incorporate the keywords they used in the job description. Don’t repeat the information on your resume. Include something special or unique about yourself that will benefit the employer. Mention why you are particularly interested in this employer and use information you found while researching the company as a way to indicate your fit with the organization. Remember, the reader will consider this not only an opportunity to gain more insights into the position but an example of your writing skills.

**Last paragraph** – Make your closing statement strong and specific so that the reader will likely take action. Mention that your resume is enclosed and indicate your desire to meet with the employer. Be sure to communicate your plan to follow up. You might state that you’ll be in the area on a certain date and would like to set up a meeting, or you’ll call on a certain date to set up a meeting. Finally, thank the employer for their time.

Sincerely,

[Insert signature]

Your name typed