

Resume and Cover Letter Templates

Cover Letter Template

[Your Name]

[Your Address]

[City, State, ZIP]

[Your Email]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

Dear [Hiring Manager's Name],

Introduction:

- Start with a strong opening line expressing your interest in the specific role. Mention where you found the job listing.
- Briefly highlight your relevant experience and why you are a great fit.

Body Paragraph(s):

- Focus on 2-3 key achievements from your previous roles that demonstrate your suitability for this job. Use specifics and quantify where possible (e.g., 'Increased customer satisfaction by 15 percent').
- Mention a specific project or experience that directly relates to the job. Describe the situation, your

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role, and the positive outcome.

- Align your skills and experiences with the company values or mission. Show that you have researched the company.

Conclusion:

- Thank the hiring manager for their time and express enthusiasm for the opportunity to discuss your application further.

- Mention your preferred contact method and availability.

Closing:

Sincerely,

[Your Name]