



# Cover Letter Template

## Date

## Employer Contact Information

Name, Title

Company Name

Company Address

## Salutation

Dear Mr./Ms. Last Name (if there is no name available, use “Hiring Manager” or “Greetings”),

## First Paragraph

The first paragraph should clearly state that you are enthusiastic about the position. Specifically mention the name of the position you are applying for. Include the name of a mutual contact if you have one.

## Middle Paragraph

The next section of your cover letter should describe what you have to offer the employer and make the case that your skills and experience match the job you are applying for. Start with an introductory sentence or two, then three bullets outlining specific experience, abilities and skills that are relevant to the position. Remember: you are interpreting your resume, not repeating it. Convince the reader to grant the interview or appointment you requested.

## Final Paragraph

Conclude your cover letter by restating your interest in the position and thanking the employer for considering you. Write that you will be happy to follow up within the week (and then mark your calendar to remind yourself to do so!).

## Complimentary Close

“Thank you for your consideration,” or “Sincerely,”

Use a handwritten signature for a mailed letter, or type your name if you are submitting the letter electronically.



Career  
Marketplace