

How to Write a Successful Cover Letter

Hiring Manager Name
Company Name
Address
City, State, Zip Code

Date (include year)

RE: NAME OF JOB TITLE OR POSITION

Dear Mr. or Ms. _____,

First Paragraph: Enthusiastically express your interest in the position. Inform the employer how you heard about the position. State how your experience, skills, and interests are matched with the position and make you an ideal candidate.

Second Paragraph: Briefly describe your past experiences and accomplishments as they relate to the position. Mention any acquired skills that are aligned with the position.

Third Paragraph: Thank the employer for reviewing your application and/or resume. Inform the employer you will follow up and call them on a specific date (and then do it!).

Closing: End the letter with sincerely or regards, sign your name, and include your contact information.

Sincerely or Regards,

A handwritten signature in black ink that reads "John Doe". The signature is written in a cursive, flowing style.

Your Name (First and Last)
Your Phone Number (Include area code)
Your E-mail Address