Cover Letter Template

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email Address

Month Day, Year

Dear Mr./Ms. Last Name: (Leave out if you do not have the employer’s name; Dear Hiring Manager does not sound professional.)

The first paragraph of your cover letter should include information on the position you are applying for, including the job title.

The next section of your cover letter should describe what you have to offer the employer. Mention why you are qualified for the job and how your skills and experience are a match for the position for which you are applying.

In your final paragraph, conclude your cover letter by thanking the employer for considering you for the position. Include information on how you will follow-up.

Sincerely yours,

(double space)

Handwritten Signature (for a mailed letter)

(double space)

Typed Signature