

Lauren Conrad

Position title

Dear hiring manager,

A cover letter is only necessary if explicitly requested. However, you may always add it to your application if you feel it will help the hiring manager understand your profile better.

Make sure that your cover letter is not a repetition of your resume. Instead, use this opportunity to explain how you can add value to the company. Write your cover letter from the company's perspective. Do not go into too much detail of why you want to work for this company, but focus on what the company stands to gain if they give you this opportunity. Next to this, if you feel your resume needs a little explanation, you can do so in your cover letter.

Keep your cover letter short and to the point. There is an art to using few words to say a lot. If you imagine how many cover letters a hiring manager needs to read, you also see how glad he or she will be to find your letter to be concise.

Sincerely,



Lauren Conrad

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yourname@email.com



City, State



LinkedIn Profile

