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(xxx) xxx-xxxx | [your.name@gmail.com](mailto:your.name@gmail.com)

[www.linkedin.com/in/YourName](http://www.linkedin.com/in/YourName)

# Your Name

Today's Date

Hiring Manager's Name

123 Company Address

City, State Zipcode

(xxx) xxx-xxxx

[hiring.manager@gmail.com](mailto:hiring.manager@gmail.com)

Dear [Hiring Manager's Name],

The first paragraph is where you introduce yourself to the hiring manager. Use this space to explain who you are, your professional areas of expertise, where you discovered the open position, and the reason(s) you wish to apply.

The second paragraph is where you address the specific responsibilities of the role outlined in the job description. Discuss how your work experience and job-related abilities can help you meet the company's expectations for new hires. To simplify this, try including exact words and skills listed in the job description.

- Use bullet points to highlight major professional achievements
- Remember to quantify your bullet points (use numbers)
- Cover letters that include numbers attract more interviews

In your third paragraph, look into the background of your target company and figure out how they're contributing to their particular industry. Highlight how you fit into their future plans, as well as the ways you can assist them with any goals they seem to have.

The last paragraph is where you directly ask the hiring manager to act on your letter. That's why many career coaches refer to it as the "call to action" paragraph of a cover letter. Let the hiring manager know you're excited about the opportunity to be interviewed. Provide your contact details. Mention that you'll reach out in a week if you don't hear back from them, and thank them for the time they took to read your cover letter.

Sincerely,

Your Name