

LISA GARCIA

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John Doe
Hiring Manager
Company Name

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Dear Mr. Doe (or Dear Hiring Manager):

Cover letters enable you to explain things you may not be able to in the resume, for example to explain a gap in work history, or your reason for a sudden career change, or if you have any connections to the company and need to name drop. Here are few ways to make your cover letter shine:

Keep it short and sweet. Show the hiring manager that you did your research and have been following the company; compliment them on a recent accomplishment. Then, if possible, relate that accomplishment to your experiences or your own accomplishments to show that you truly would be an asset to the company. If you have been recommended for the job by any mutual contacts, be sure to mention that.

Remember that your resume and cover letter should focus on what you can do for the company. Keep them in mind all times when crafting your cover letter and cater to the company's needs if you want to get hired.

Sincerely,

Lisa Garcia