

Today's Date

Name

Person's country/city

Phone number

email

Hiring Manager

Company

Job Location

Greeting

- Start with a formal greeting, such as "Dear Mr./Ms. Last Name".
- If you can't find the name of the hiring manager, you can use "Dear Hiring Manager" or "To Whom it May Concern".

First Paragraph

- Tell the reader of the letter which position you are applying for.

Example: "I am writing in response to the advertisement [where you saw the job advertise (LinkedIn, Indeed, social media, etc.)] for the [title of position]. Please see my attached resume for your review."

Middle Paragraph(s)

- Talk about your qualities and skills that would be helpful in that job.
- This is the paragraph where you're selling yourself to the company. If someone asked you the question, "Why should we hire you", this paragraph would be your answer.

Example: "After many positive experiences [state experience relating to the position advertised], I am looking forward to earning a position with [name of company]. I am confident I am a good fit for this role because [state relevant hard and soft skills]. I greatly respect your mission of [state company mission] and feel your company's values align closely with my own. [Give example of when you demonstrated company values.]"

Closing Paragraph

- Wrap up the cover letter and let the person to whom you wrote the letter how they can reach you for an interview.

Example: "I am willing to start in any position immediately and am particularly excited to start work as a [position advertised]. I look forward to further

discussing my potential with [name of company] and can be reached at
[phone number or email address]."

Thank You,
Name