**Name**

Email | Phone Number | LinkedIn URL| Portfolio (if applicable)

**Company Information:**

Hiring Manager Name

Title

Address

City, State Zip Code

**Salutation:**

Name (If you do not have the name, you can skip the salutation.)

**First Paragraph (Introduction):**

Include an attention-grabber with one or two notable accomplishments that align with the job description.

* Add two or three sentences about your qualifications and interests.
* What makes you a unique fit for the role?
* Reference the position you are applying for and where you saw it advertised.
* If someone referred you, mention them as the advertising source for the position.

**Second Paragraph (What You Have to Offer and Why They Should Hire You):**

This paragraph gives you the opportunity to explain why you and what you can offer.

* Discuss what you can’t highlight on your resume, such as your transferable skills, soft skills, passion for the industry, and the types of projects you worked on during your bootcamp.
* Is there anything that isn’t on your resume that relates to the job (e.g., volunteer work, family business, outreach projects, etc.)?
* When detailing your skills and experience, be sure they align with the job description.

**Third Paragraph (Why You Want to Work for Them):**

Here’s where you can go above and beyond.

* Research the company and know why you want to work for them.
* Highlight information about the company that you only would have found by doing research beyond the company’s homepage.
* Describe what it is about the company that resonates with you.
* Showcase your enthusiasm when it comes to the possibility of working for them.
* Be careful, as this paragraph is where some job seekers write about the great benefits and training the company offers and how they can’t wait to take advantage of it. Remember, this paragraph should be all about the company and what you can do for them, not vice versa.

**Closing Paragraph (Final Call to Action):**

State a call to action compelling the hiring manager to invite you for an interview.

**Sign-Off:**

Best, Best Regards, Regards, Cordially

**Signature:**

First and Last Name