Name Surname

012 345 6789 | yourname@gmail.com | LinkedIn | Website

**Date**

John Robertson

Hiring Manager

Name of Company

Dear Mr. Robertson (or Dear Hiring Manager):

To craft a compelling cover letter, focus on showcasing your key skills, explaining your interest in the job, and demonstrating how you can contribute to the company’s success. Expand on your resume by offering insights that go beyond simply rehashing your work history. Highlight what sets you apart, emphasizing past achievements and experiences that prove your qualifications. Keep your cover letter between 250 to 400 words, as recruiters often prefer concise, impactful letters due to time constraints.

Begin with an introduction that grabs attention, states the role you're applying for, and briefly highlights why you’re a strong fit. Mention relevant experiences or achievements that directly connect with the job. Personalize your greeting by addressing the hiring manager by name, using LinkedIn or other resources to find the right person. If unsure, "Hiring Manager" works.

Structure the main body into 3-4 paragraphs, each focusing on different aspects of your qualifications. Write in the first person to create a direct and personal tone and vary sentence structures to keep the reader engaged. Use bridging words like *however, therefore, additionally,* and *furthermore* to ensure smooth transitions between ideas and maintain a cohesive flow. Incorporate action words like "managed," "developed," and "implemented" to make your accomplishments sound dynamic, and quantify achievements where possible to provide concrete evidence of your capabilities.

Tailor your content to the job’s requirements using the SER structure—Statement, Evidence, Relevance. For example, "With extensive experience in cloud computing and DevOps (Statement), I led a team to migrate our infrastructure to AWS, reducing downtime by 30% (Evidence). This highlights my ability to drive operational efficiency, aligning with the demands of this position (Relevance)."

Include a paragraph explaining what excites you about the specific role and company, highlighting any mutual goals or values that resonate with you. This personalized paragraph, tailored for each application, shows your sincere interest and helps your cover letter stand out. Conclude by thanking the reader, reiterating your excitement, and providing your contact information, along with a polite request for an interview.

Good luck! Don’t hesitate to email me if you have any questions or if you'd like assistance with our professional resume writing services.

Sincerely,

Jake

Jake

<https://jakesresume.com>