

## 2-COLUMN COVER LETTER TEMPLATE

**Name**  
Address  
Phone Number ♦ Email  
LinkedIn Short URL  
*\*\*same format as resume\*\**

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Date

Contact Name or Hiring Manager  
Company Name

Dear Contact Name or Hiring Manager,

*\*\*When using the 2-column format, the 3 skills you choose should be from the job posting\*\**

**OPENING PARAGRAPH** – *Introduce yourself, highlight your background, skills, goals. State which position you are applying for and where you saw the posting.*

Customer Service

*As a Client Representative for three summers at ABC Store, I took initiative to ask questions while providing product recommendations which exceeded customer expectations. Received award for achieving highest monthly revenues and meeting monthly \$1K sales target.*

Skill #2

One Example

Skill #3

One Example

**CLOSING PARAGRAPH** – *Research Company, why do you want to work there?*

Sincerely,  
Your Name

*You want employers to read your cover letter, be intrigued by the examples you have given, and ultimately read through your resume for more information.*

Find more information and other format examples on:  
The Business Career Development Centre Resource Portal (CourseLink)