**MICHAEL HUNTER**

[www.webcasador.com](http://www.webcasador.com) • 404-509-7149 • [webcasador@gmail.com](mailto:webcasador@gmail.com)

Date

Dear (use Organization’s Name): {this will help you avoid gender confusion)

My name is Michael Hunter and I am applying to your posting for a (position title) with a copy of my attached resume.

*Take out the middle section of above when cold submitting*

Currently, I serve as the Fine Arts Teacher for High Point Elementary School in Sandy Springs, GA,where I have been employed since 2010. I am exploring opportunities that will allow for additional professional development while providing support to (organization’s name), resulting in a mutually beneficial relationship. *Insert relevant specifics here about the company*

You may reach me at 404-509-7149 or if you prefer email at [webcasador@gmail.com](mailto:webcasador@gmail.com). (If there is a request for salary requirements, you can place that information here.)

Thank you for your time and thoughtful consideration.

Respectfully,

Michael Hunter

(Three things if you ever have to use a cover letter.)

1 – In order to get a cover letter read, it needs to take 15 seconds or less to read.

2 – This letter should be used as the body of an email when emailing to a specific individual and your resume sent as an attachment. Guaranteed to read the email BEFORE opening the attachment because:

1. The email will be brief
2. The email looks professional
3. The email does not look like SPAM
4. The recipient will read the email (and thus the cover letter) BEFORE opening the attachment to ensure that a computer virus will not be downloaded.

3 – This letter is written extremely broad, where you can apply for anything. But to make it laser focused, insert any keywords between the words “exploring” and “opportunities” in the 2nd sentence, 2nd paragraph. For example: I am exploring project management opportunities.