Mr.

John   
Smith

III

111 Rustic Rd | 123-456-7890 | jsmith@smith.com

Jan 14, 2020

Mrs. Smith  
Smith Enterprises  
112 Rustic Rd  
San Francisco, CA 94016

Dear Mrs. Smith:

To get started right away, just tap any placeholder text (such as this) and start typing.

Wondering what to include in your cover letter? It’s a good idea to include key points about why you’re a great fit for the company and the best choice for the specific job. Of course, don’t forget to ask for the interview—but keep it brief! A cover letter shouldn’t read like a novel, no matter how great a plot you’ve got.

Sincerely,

---Before----  
John Smith  
---After----