



# YOUR NAME

PROFESSION OR INDUSTRY | LINK TO OTHER ONLINE  
PROPERTIES: PORTFOLIO/WEBSITE/BLOG

## CONTACT

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Address  
City, ST ZIP  
Email  
Telephone

## RECIPIENT NAME

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TITLE • COMPANY • ADDRESS • CITY, ST ZIP

Date

Dear Recipient Name,  
To get started, click placeholder text and start typing.  
Double-click the table cells in the footer to add your contact  
info (or delete the columns you don't want).  
Use your cover letter to show how your talent and  
experience will solve a problem or drive results for your  
future employer. For example, if you say you're  
collaborative, give an example of how you used your  
collaboration skills at your last internship, and then show  
how that experience will benefit the employer.  
It's all about personalization. Write a cover letter that  
uniquely presents the real you and the future impact only  
you can make at the company.

Sincerely,  
Your Name



EMAIL



TWITTER HANDLE



TELEPHONE



LINKEDIN URL