Anatomy of a Cover Letter

Introduction

* Who you are
* What job you are applying to
* How you heard about it
* Why you are applying

Dear (Mr/s. Name)

I’m writing to express interest in your <position title>, which is posted on your corporate website. I feel confident that my education, <functional> leadership and <industry> experience would enable me to contribute from day one at <company>.

Body Paragraph

* Your Background
* Relevant Accomplishments and Highlights
* Demonstrations of how and why you are the best candidate for this specific job

In my most recent role as Managing Partner at <company>, I have successfully led a team of 18 attorneys, with billings up to $60 million annually. This position has afforded me the opportunity to select and develop talent, manage budgets, significantly reduce expenses, while simultaneously managing client relationships.

This experience will enable me to perform effectively in-house from day one. In view of my background, I would intelligently determine what matters to handle in-house, thereby saving money for <company>. Naturally, I would be comfortable managing the relations with outside counsel, as appropriate.

Conclusion

* Note About Follow Up
* Offer More resources
* Signature with contact information

I welcome the opportunity to explore in person whether I can add immediate value to (company) to execute your growth strategy. I will follow up with you within the next two weeks. In the meantime, thank you for your consideration and feel free to review my LinkedIn profile at: (url)

Sincerely,

Full Name

Email

Phone Number

Putting it All Together

Dear (Mr/s. Name)

I’m writing to express interest in your <position title>, which is posted on your corporate website. I feel confident that my education, <functional> leadership and <industry> experience would enable me to contribute from day one at <company>.

In my most recent role as Managing Partner at <company>, I have successfully led a team of 18 attorneys, with billings up to $60 million annually. This position has afforded me the opportunity to select and develop talent, manage budgets, significantly reduce expenses, while simultaneously managing client relationships.

This experience will enable me to perform effectively in-house from day one. In view of my background, I would intelligently determine what matters to handle in-house, thereby saving money for <company>. Naturally, I would be comfortable managing the relations with outside counsel, as appropriate.

I welcome the opportunity to explore in person whether I can add immediate value to <company> to execute your <focus of role>. I will follow up with you within the next two weeks. In the meantime, thank you for your consideration and feel free to review my LinkedIn profile at: (url)

Sincerely,

Full Name

Email

Phone Number