**Cover Letter Notes**

First Paragraph:

* Describe why you’re writing
  + I’m writing in response to the role in advertisement…
  + <name> suggested I reach out to you about the <role> role

Second Paragraph:

* Explains why you should be considered for an interview
* “Call out” your major gaps and identify how you’re working towards filling them and how your experience helps bridge it

Third Paragraph:

* Discusses next steps and actions for follow-ups
  + I look forward to meeting you to discuss this role and how my background and qualifications can work for you. I appreciate your time and consideration and will reach out to follow up if I haven’t heard from you by the end of the week.

Fourth Paragraph:

* S

Formatting:

* Two-column cover letter
* If you can’t find a name, “Greetings” will suffice
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