[Your Name]

[Your Street Address]

[Your City, State/Province, Country]

[Your Phone Number]

[Your Email Address]

[Optional: Your LinkedIn Profile]

[Today’s Date]

[Employer Contact Name]

[Employer Title]

[Employer Company Name]

Dear [Employer Contact Name],

[This is the opening paragraph of your cover letter template. Start by introducing yourself and explaining why you are writing, what position you are applying for, and why you are excited about the opportunity. Be sure to include: your current position/situation, the title of the job you are applying for, and one or two reasons why you’re excited about the opportunity.]

[This is the second paragraph of your cover letter template. In this section, you want to explain why the employer should hire you, what skills you bring to the table, and why you’re a good fit for the company. Be sure to include: all your skills and previous experience that are relevant to the job, your personality traits and soft skills, and why you would be a good culture fit for the company.]

[This is a third and optional paragraph of the cover letter. If the above section on skills, experience, and culture fit is too large for one paragraph, then break into two sections. It’s generally better to shorter rather than longer with a cover letter, and employers are often too busy to read them in detail. Only use this additional paragraph if you think you need it in your cover letter.]

[This is the closing paragraph of your cover letter template and it can be direct and to the point. Highlight any key points you want to reiterate from earlier in the letter and then indicate how and why you will follow up with them. Be sure to include: a thank you for their time and consideration, how and when you will follow up with them about next steps, a reference to the fact your resume is enclosed as well.]

Sincerely,

[Image of Signature]

[Your Name]

© 2023 CFI Education Inc.  
  
This document is for educational purposes only and should not be used for any other reason. All content is Copyright material of CFI Education Inc. All rights reserved.  The contents of this publication, including but not limited to all written material, content layout, images, formulas, and code, are protected under international copyright and trademark laws.  No part of this publication may be modified, manipulated, reproduced, distributed, or transmitted in any form by any means, including photocopying, recording, or other electronic or mechanical methods, without prior written permission of the publisher, except in the case of certain non-commercial uses permitted by copyright law.

https://corporatefinanceinstitute.com/