[Today’s Date]

[Employer Company Name]

[Company Street Address]

[Company City, State/Province]

[Company Country, Zip/Postal Code]

RE: [Job Title]

Dear Hiring Manager OR [Mr./Ms.] [Hiring Manager Last Name],

[First paragraph: A short 3-4 line introduction. The first sentence should entice the reader and explain why you want to work for the company. The rest of the paragraph should briefly outline how you will use your skills towards tasks mentioned in the job description.]

[Second paragraph: The body of your cover letter. Pick one or two tasks described in the job description. Detail how your hard skills gained from previous experiences will help you excel at these tasks in your new position.]

[Third Paragraph: Pick one or two soft skills mentioned in the job description and show how you fit these skills using one of your experiences. This paragraph is to demonstrate why you are a good fit for the company and why they would need you. Focus on the company, not yourself.]

[Fourth Paragraph: The conclusion to your letter. The first sentence should relate to your introduction and tie it all together. Thank the employer for their time and consideration, and state that you are looking forward to hearing from them soon.]

Sincerely,

[Image of Signature]

[Your Name]

Enclosed: resume [& transcript]

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