## Building Block Template

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| --- | --- |
| Building Block Property | Value |
| Type: | Cover Pages |
| Category: | Resume |
| Name: | Cover Letter |
| Description: |  |
| Insertion Options | Content |
| Languages: |  |
| Loc Comments: |  |

[Street Address]

[City, ST ZIP Code]

[Telephone]

[Website]

[Email]

Click Here to Select A Date

[Recipient Name]

[Recipient Street Address, City, ST ZIP Code]

Dear [Recipient],

If you’re ready to write, just click here and go to it!

Or, if you want to customize the look of your letter, you can do that in almost no time…

On the Design tab of the ribbon, check out the Themes, Colors, and Fonts galleries to preview different looks from a variety of choices. Then just click to apply one you like.

If you love the look (and who wouldn’t?), see other templates under File, New that coordinate with this one, such as a report. So, you can quickly create your own professional, branded look.

Wondering what to include in your cover letter? It’s a good idea to include key points about why you’re a great fit for the company and the best choice for the specific job. Of course, don’t forget to ask for the interview—but keep it brief! A cover letter shouldn’t read like a novel, no matter how great a plot you’ve got.

Warm regards,

[Name]