

4-Sentence Cover Letter Sample

The cover letter (or introduction of any kind) has three goals:

1. Explain why you've contacted the employer.
2. Provide insight on who you are and what you offer.
3. Show enthusiasm and interest in hearing (back) from the employer.

Four sentence cover letter sample:

Dear Name [be specific—you likely can find the person's actual name],

I'm writing to inquire about the opening for [insert job title here].

I offer [insert number of years] years of experience [insert your specialty here] and excellent [insert related skills that will help you perform the job here] skills, which should make me a strong candidate for this opening. The top portion of my attached resume also highlights my career profile and three significant accomplishments that are also in alignment with your position.

I'd welcome the opportunity to speak with you if you feel I'd be a strong candidate for this or other positions within your organization.

Thank you,
Your Name

Meet Your Coach!

Andrew LaCivita is currently a world- leading career and leadership coach, trainer, and speaker. He is the award- winning author of three books, including *The Hiring Prophecies: Psychology behind Recruiting Successful Employees* and *Interview Intervention: Communication That Gets You Hired*, and has dedicated his life and career to helping people and companies realize their potential.

During his career, he has served as an executive in large and small companies, board member, angel investor, and serial entrepreneur. Everything he does is aimed at helping people and companies reach peak performance.

Through the executive search firm, milewalk, which he started in 2004, he has consulted to more than 200 companies, counseled more than 12,000 individuals, helped nearly 600 people successfully secure new jobs, and negotiated \$100 million dollars in salaries and compensation on their behalf.

His job interviewing methodology has statistically, historically proven to increase the job seeker's chance of getting hired by more than 560%.

In 2016, Andrew created the milewalk Academy, his training and coaching site to support people in their careers and organizations in their hiring efforts. Individuals will find incredibly valuable free and paid training and coaching related to every imaginable aspect of supporting their careers.



He also is the executive producer, writer, star, video engineer, and sound engineer of his Top 5 career vlog titled [Tips for Work and Life®](#). This multi-modality platform is designed to educate, entertain, and inspire the viewers via whatever medium they love. You can also find Tips for Work and Life® multi-cast on his [YouTube channel](#), [iTunes](#), and various other podcasting platforms.

As a career and leadership expert, Andrew serves as a trusted media resource and is often featured on television, radio, and Internet magazines for his insight and opinion on job searching, recruitment, and employment market trends. He has contributed to several prominent international news outlets such as Fox Business, ABC, Inc., Business Insider, and Forbes.

To learn more about his coaching, courses, and books, visit him at the [milewalk Academy](#).