

First Name Last Name

first.last@gmail.com | linkedin.com/in/UPDATE THIS WITH YOUR URL | 925.555.xxxx

Date:

Name of Contact Person

Title

Company Name

Address

City, State Zip

The header should
match your
resume – exactly!

Dear Mr./Mrs./Ms. _____, or Dear John Smith,

First paragraph: State why you are contacting them, the position for which you are applying, and how you learned about the opening (a friend referred you, website, etc.). It's important to mention a personal contact ASAP!

Second paragraph: Indicate why you are interested in the company, position, its products or services. What is it about the organization that makes you want to work for them? This is where you show you have done your research on the company. You should answer the question – “Why do you want to work here?”

Third paragraph: Summarize your qualifications, training and experience. Explain how your transferrable skills match the qualifications for the position. Be sure to address “required” skills. You should also point out what sets you apart from other candidates. Show enthusiasm and personality. You should answer the question – “Why should we hire you?”

Final paragraph: In the closing paragraph, ask for an interview.

Examples:

- “I would very much like to meet with you to discuss my qualifications with you at your earliest convenience. Thank you.
- I look forward to hearing from you and am available for an interview at your earliest convenience. Thank you for your time and consideration.
- I would enjoy speaking with you further to discuss how I am a match for the _____ position. I am eager to apply my energy, experience and enthusiasm to the work of _____ Company and look forward to hearing from you soon.

Sincerely,

Joe Gael

Your cover letter
should be one page.
NO EXCEPTIONS!