[Your Full Name]

[Your Street Address]

[Your Town/City, State Abbreviation, Zip Code]

[Your Phone Number]

[Your Email Address]

[Full Name of Hiring Manager or Business Owner]

[The Title of this Person; the Name of their Position]

[Company Name]

[Company Street Address]

[Company Town/City, State Abbreviation, Zip Code]

[Insert Date Here]

Dear [Insert Full Name of Hiring Manager or Business Owner]:

I am responding to your job posting for the [Insert Name of Position Used in Job Posting] position, which I found in [Insert where you found the job posting: Snagajob.com, on your company website, Indeed.com, etc.]. I have extensive experience in [Include 1-3 experiences, processes, or skills that are relevant to this position] and believe I could contribute significantly to the success of [Insert name of Company, Store, Organization, School – *spelled the way they do on job posting, website, etc.*].

Here is a comparison of your job requirements with some of my qualifications:

|  |  |
| --- | --- |
| **Your Job Requirements** | **My Qualifications** |
| * Add a bullet for each item on the job description that you can show you are qualified for. The indicate how you are qualified in the bullet next to the ‘Job Requirement’ under the ‘My Qualifications’ section. | * Write how your qualifications match the same bullet in the ‘Your Job Requirements’ column. |

I would welcome the opportunity to discuss the [Insert Name of Position Used in Job Posting] opportunity in person. [Add another sentence that highlights another way you are qualified and shows that you are enthusiastic about the job.] Thank you for your consideration.

Sincerely,

[Sign your name here, if you are mailing the letter. If you are emailing this letter as an attachment, include an electronic signature here or reduce the amount of space between ‘Sincerely’ and ‘Your Typed Name’ to one or two spaces only.]

[Your Typed Name]

Adapted from template included in: <https://michaelspiro.wordpress.com/2010/06/07/the-t-cover-letter-the-only-type-worth-sending/>

**TIPS:**

* Delete all directions, which were embedded in this cover letter template.
* Choose a simple and conservative type of font: Times New Roman (featured), Arial, and Calibri are common and safe fonts to use.
* Use the same header/contact information (font type, font size, placement, etc.) on your resume, reference sheet, and thank you letters.
* Make sure that you cover letter is one page only. Keep you language concise. Also, adjust font size and spacing as well as margin sizes, if this will help you fit everything on one page.
* Try to avoid words like “think,” “feel,” “hope,” “seems,” etc. They make you look like you’re not sure about yourself. Ex: I think I would be a great candidate for this job because I feel I have the qualifications and your company seems to be the right fit. I hope you will call me.
* Label the cover letter clearly. Example: Data Entry Clerk Cover Letter – Jane Smith 7-19-17
* Save a Word and PDF version of your final draft.
* When emailing your cover letter, attach a PDF to the email. In the body of the email, write a brief and friendly note indicating what position you are applying for, what materials are attached to the email, and a short closing statement indicating interest, etc.
* Refer back to previous drafts of cover letters when applying for a new position. However, make sure you update and customize your cover letter for each position you apply for.