

[Your Name]

[Your Job Title]

Personal Info

Phone

[Phone Number]

E-mail

sample@email.com

LinkedIn

linkedin.com/your-name

[Date]

[Addressee's Name]

[Addressee's Job Title]

[Company Name]

[Company Address]

Dear [Addressee's Name]

[Paragraph 1] Get the recruiter's attention and introduce yourself.

When I found the opening for [Position] with [Company], I was [Describe your excitement]. In my current position as [Current Job Title], I [Mention a key achievement of yours]. I'm sure my experience will translate into similar results at [Company].

[Paragraph 2] Prove your worth and explain why you're a great fit.

I realize that [Mention a current problem a company is facing, e.g. refer to what you think is the most challenging in the role]. While working at [Previous Company], I've [in two sentences, describe what you did specifically, mention another one of your key achievements and say how it helped the company].

[Paragraph 3] Explain your motivations.

I love [Say what you like about the company and/or the role you want to fill in]. It's perfectly in line with my core professional values: [in a sentence, say what it is. Make sure the values or skills you mention here tie in with the previous sentence].

[Paragraph 4] Call to action.

When can we [arrange a meeting/schedule a phone call/interview] call to discuss [your contribution to the company].

Sincerely,

[Your Name]

[Phone Number]

[Email Address]

P.S. [Optional Section] Grab the recruiter's attention once more with an additional achievement of yours included in the postscript. [E.g. I'd also love to tell you how I managed to motivate my team to achieve X by doing Y].

How Should A Cover Letter Look

ML Yell



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