

COVER LETTER FORMAT

[Your Name]
[Your Address]
[Your Contact Info]

Establish your interest and give a brief intro to your experience.



In 2-3 paragraphs, tie in your skills and experience back to the requirements listed in the job posting.



[Date]

Dear [Hiring Manager's Name],

This letter is to express my interest in joining your organization as your new [Job Title]. The last [number] years have encompassed [explanation]. My hope is to become a part of your organization, as I believe [explanation].

I believe I would be a great fit at your company within this role because [explanation]. My last role taught me [explanation], and I gained the valuable skills of [explanation].

My time at [past experience] also inspired me to develop a passion for [explanation]. Combined with my [specific skills], this will make me an ideal candidate to [specific job requirements].

Given the opportunity, I can bring significant value to your corporation by utilizing my [specific skill sets, work experience, and education].

Thank you for your time, and I look forward to speaking more!

Best,
[Your Name]



Don't forget to sign your full name – and then you're done!

Be sure to thank the hiring manager for their time!



Conclude with a brief overview of your main points.



How To Prepare A Cover Letter

David Kirk



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