

# Cover Letter Template Format

<b>Sender's Information</b>	<div></div> <div>[Your Name] [Your Address] [Your City, State, Zip Code] [Your Phone Number] [Your Email Address]</div>
<b>Date written</b>	<div></div> <div>[Date]</div>
<b>Receiver's Information</b>	<div></div> <div>[Hiring Manager's Name] [Company Name] [Company Address] [Company City, State, ZIP Code]</div>
<b>Salutation</b>	<div></div> <div>Dear Hiring Manager (or [hiring manager's name]),</div>
<b>Opening paragraph</b>	<div></div> <div>My name is [your name]. I'm excited to be applying for the [job title] position at [Company Name]. [Short overview of your expertise, skills, and most outstanding accomplishments in the field]. [Your interest in this role and briefly explain how it matches your career goals].</div>
<b>Experiences &amp; skills</b>	<div></div> <div>During [number of years] years of experience, I have [major job responsibilities]. My greatest accomplishments are [relevant past achievements]. These experiences have allowed me to gain [skills relevant to the position] which I believe will allow me to [how you want to contribute and help the company grow].</div> <div></div> <div>In addition to my experience, I have a solid educational background with a [educational degree] in [major of study]. I'm also a/an [personal trait] individual who is [soft skill #1, soft skill #2, soft skill #3...].</div>
<b>Call-to-action</b>	<div></div> <div>I am confident that the professional experience and skills I've obtained in previous positions have prepared me for this opportunity. I would love to meet you and discuss further on how I might be an asset to the [name of team, department or company].</div>
<b>Closing paragraph</b>	<div></div> <div>I have attached my resume for your reference. Thank you for your consideration and for taking the time to review my application. I look forward to hearing from you so we could discuss my contributions further in an interview at your convenience.</div>
<b>Sign-off &amp; signature</b>	<div></div> <div>Sincerely, [Signature]</div>

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**Heather D Ramsay, Marie Rutherford**

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The Back Door Guide to Short-term Job Adventures ,2002

**The Foundation Center's Guide to Grantseeking on the Web** ,2001

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