

# Cover Letter Template Format

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Sender's Information</b>     | <div></div> <div>[Your Name]<br/>[Your Address]<br/>[Your City, State, Zip Code]<br/>[Your Phone Number]<br/>[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]<br/>[Company Name]<br/>[Company Address]<br/>[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,<br/>[Signature]</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

# Cover Letter Discount Tutorial

**Longman Publishing, Prentice Hall PTR**

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