

Cover Letter Template Format

Sender's Information	<div></div> <div>[Your Name] [Your Address] [Your City, State, Zip Code] [Your Phone Number] [Your Email Address]</div>
Date written	<div></div> <div>[Date]</div>
Receiver's Information	<div></div> <div>[Hiring Manager's Name] [Company Name] [Company Address] [Company City, State, ZIP Code]</div>
Salutation	<div></div> <div>Dear Hiring Manager (or [hiring manager's name]),</div>
Opening paragraph	<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>
Experiences & skills	<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>
Call-to-action	<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>
Closing paragraph	<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>
Sign-off & signature	<div></div> <div>Sincerely, [Signature]</div>

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Ying Liu



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