Dear First, Last Name: (Or Hiring Manager)

The first paragraph of the letter should introduce you and include information on why you are writing. Mention the position you are applying for and include the name of the mutual contact or where you saw the advertisement. Be clear and concise regarding your request. (Optional) Introduce the skills and experiences that you will be highlighting in the following paragraph(s).

The second paragraph should describe what you have to offer the employer. Convince the reader that the person should grant the interview or appointment you requested in the first paragraph. Make strong connections between your abilities and the company’s needs. Mention specifically how your skills and experience match the job for which you are applying. Remember, you are interpreting your resume, not repeating it. Try to support each statement you make with a piece of evidence. Use several shorter paragraphs or bullets rather than a large block of text.

Conclude your cover letter by thanking the employer for considering you for the position. Remind them why you are the best fit, summarize your qualification. Share your interest, passion etc. for the position and provide your contact information.

Best Regards, (professional close)

Your Name

1). Your cover letter should be no longer than one page
2). Use formal language, avoid slang
3). When possible address your letter to an individual