April 13, 2020

Salutation Contact Full Name

Title

Company

Mailing Address

City, State Zip

Dear Salutation Contact Last Name (or Hiring Manager if no name is provided):

Immediately explain why your background makes you the best candidate for the position for which you are applying. Keep the first paragraph short and hard‑hitting.

Detail what you could contribute to this company. Show how your qualifications will benefit this firm. Remember to keep this letter short; few employers will read a cover letter over one page.

Describe your interest in the corporation. Subtly emphasize your knowledge about this firm (the result of your research effort) and your familiarity with the industry. You should present yourself as eager to work for any company with which you interview.

In the closing paragraph, you should specifically request an interview. Include your phone number and the hours when you can be reached. Alternatively, you might prefer to mention that you will follow-up with a phone call to arrange an interview at a mutually convenient time within several days.

Sincerely,

Your Full Name

Enclosure