

YOUR FULL NAME

Street Address, City, State | Phone Number | Email Address | [Hyperlink to LinkedIn](#)

Date

Hiring Manger's Name

Hiring Manager's Title

Name of Organization

Address of Organization

Dear [Name] or Hiring Manager,

A cover letter is a persuasive introduction letter that explains why you are applying for a given job and why you would be a good fit for that particular role. Cover letters should be one page maximum and should be concise yet impactful and engaging. In the first paragraph, you should state the title of the job that you are applying for and briefly explain why you are an excellent candidate. If you were referred to this position through a connection or if you heard about this position at recruiting event, you should mention that in this first paragraph.

The bulk of your cover letter will be contained in 1-2 body paragraphs. These paragraphs should briefly summarize experiences, skills, and accomplishments that are relevant to the job to which you are applying. Do not attempt to summarize everything on your resume. Instead, use your cover letter to add context to the information presented on your resume.

Your resume is **what** you have done while your cover letter is **why** you have done those things and **how** they have prepared you for the role to which you are applying. Your cover letter should paint a compelling picture as to why you are a good fit for the role. Your cover letter should also touch on what motivates you, what you're interested in, and why you are looking to take this next step in your career.

The final paragraph is a wrap-up paragraph, where you should briefly state why you are interested in working at this organization. You can draw on the organization's mission, vision, strategic plan, and/or recent news to draw connections between the organization and yourself. Be sure to convey your enthusiasm and sign off professionally.

Sincerely,

[Your Name]