[First M. Last]

[Address]

[City, State ZIP]

[(xxx) xxx-xxxx]

[email@address.com]

[Date]

[Contact’s Full Name]

[Title]

[Company Name]

[Company Address]

[City, State ZIP]

Dear [Mr./Ms. Last Name]:

[The introductory paragraph should explain why you are writing this cover letter and specifically state the position you are applying for. If possible, mention a mutual acquaintance, but at least mention how you heard about the job opening.]

[In the body of the letter, describe your qualifications. Provide a summary of your career and skills. Make sure not to repeat your resume. This is your opportunity to highlight what you have to offer and convince the employer to look at your resume.]

[Next, include specific accomplishments that are relevant to the job, starting with your most impressive accomplishment. You may choose to use a bullet format. Ensure that you are responding to the needs listed in the job description.]

[Conclude with a concise statement reiterating why you are the best candidate for the position. Discuss how you plan to follow up and when, and thank the employer for his or her time and consideration.]

Sincerely,

[Your Signature]