**FIRST & LAST NAME**

123 Main Street, New Cityland, NH 90210 | C: (555) 333-2211 | [example-emaill@example.com](mailto:example-emaill@example.com)

Today’s Date

Manager Name

Job Title, Company Name

Street Address

City, State, Zip

Dear Mr. Manager OR To whom it may concern,

The first paragraph is a self-introduction – who you are, where your expertise lies, where you found the job posting (or who referred you), and why you want to apply.

The second paragraph should respond directly to the job description. Describe how your relevant experiences, skills, and abilities help you meet the company’s needs. To make that easier, you can (and should) literally include words and phrases from the job description here.

* You can also include bulleted list of your accomplishments.
* Make sure you qualify (add numbers to) these bullets
* A cover letter with numbers is 100% better than one without

To go the extra mile, research the company and try to find out what they are doing – and why – given the current state of their industry. Explain why you can fit into that framework, and help push the company forward and achieve any goals you suspect they have.

The final paragraph is the “call to action” portion of your cover letter. Inform the hiring manager that you’d love to get interviewed. Give them your contact information. Tell them you’ll reach out again next week if you don’t hear back. Thank them for their time.

Sincerely,

Your name