

# Cover Letter Template

While each cover letter should be tailored to the specific position being applied for, there are some elements that should be included in all cover letters. Here is a general template you can use to ensure you include all necessary information in your next job application:

[Your name]

[Your phone number]

[Your email address]

[Optional: Your mailing address]

[Date]

[Employer's name]

[Employer's mailing address]

[Greeting],

[The first sentence should include your name and the position for which you are applying. Use the second and third sentences to provide an overview of your greatest strengths and accomplishments. Express your excitement and gratitude for the opportunity in the final sentence.]

[In the first sentence of your second paragraph, introduce your most recent professional title and provide an overview of your achievements as they relate to your responsibilities. Choose your most relevant and impressive achievement and explain the impact you were able to produce in the second and third sentences. When possible, use numbers to quantify your successes.]

[In the first sentence of your third paragraph, explain why you are uniquely qualified for the role. Support your claim in the second and third sentences with specific examples from previous professional or educational experiences. Again, whenever possible, use numbers to quantify your success.]

[Express your gratitude and excitement for the opportunity in the first sentence of your closing paragraph. Use the second and third sentences to explain why you're applying for the job and why you're excited to hear from the company.]

[Closing statement],

[Signature]