

Anatomy of a Cover Letter

Your name
Your street address
City, state, zip code
Your phone number
Your (professional!) email

[2 spaces]

Date (February 12, 2015)

[2 spaces]

Name of hiring manager
Their title
Company name
Company street address
City, state, zip code

[2 spaces]

Dear [name of hiring person OR hiring manager OR hiring committee]:

[2 spaces]

TELL THEM YOU'RE INTERESTED: I am writing to express interest in [specific job title].

[2 spaces]

SALES PITCH: List the top reasons why you'd be great at this job. Use specific information from your resume to prove why you'd be the perfect candidate for this job. (Focus on what you can do for them; don't tell your life story.)

[2 spaces]

CALL TO ACTION: Express strong interest in an interview, and state that you'll follow up soon to confirm your resume was received.

[2 spaces]

Sincerely,

[4 spaces for your signature, if printing out--]

Your name