

Cover Letters

Your name
Street address
City, state, zip code

Date

Hiring manager's name (or head of department)
Position title
Organization
Street address
City, state, zip code

Dear (hiring manager's name),

Intro – what position, interest in position and organization, how you learned about the position, one essential idea that separates you from other applicants

Demonstration of qualification 1 – directly related to job posting
Demonstration of qualification 2 – directly related to job posting

Personal connection – demonstrate that you have researched this company by making a connection between the company/job and its purpose/goals/mission/values/objectives and how that makes you a strong candidate for the position.

Closing – restate interest, thank them for their time, invite an interview & give the best contact information

Sincerely,

Your name