

FIRST NAME LAST NAME

Address | Phone | Email

Date

Recipient Name
Title
Company
Address
City, Postal Code

Dear [Recipient], (put in their full name – Dear Hiring Manager in a pinch!)

Please accept my resume and cover letter for consideration for the position of [job title] with [company].

I believe I would make a good member of the [company] team because... [3-4 sentences about your employability skills/work experience and how they relate to the job. These can include things like how you work with people, how you deal with fast-paced environments, etc.].

Thank you for taking the time to review my application, and I look forward to the possibility of meeting with you for an interview.

Sincerely,

Signature

Your Name (Typed)