

First & Last Name

Email | Phone | LinkedIn URL | GitHub / Portfolio

Date

Name of Organization

Address

City, State, Zip

Dear (name of contact person or recruiter):

Paragraph 1: The first sentence of your cover letter should capture the reader and state the position for which you are applying. It's also good to mention how you learned about this opportunity. Use this paragraph to connect with the company:

- Explain why you feel connected to the company
- What do you like about the company?
- Why would you feel proud to represent this company?
- Was there a defining moment when you learned the value of the company?

Paragraph 2: This paragraph is also your elevator pitch or branding paragraph. This paragraph explains what you do (what problem do you solve for employers OR what service do you provide). This paragraph also explains your professional motivations.

Paragraph 3: Job-specific Example. This paragraph provides an opportunity for you to give an example of a time you solved a problem, or provided a service, that relates to your work and the job you're applying to.

Paragraph 4: Ask & Close. This paragraph is to the point: Let them know that you'd appreciate an opportunity to provide more detail about why you would make a great addition to their team. Be sure to list your email and phone number. Thank them for their consideration and that you look forward to hearing from them.

Sincerely,

(Capture your digital signature, don't use a cursive font)

Your Name