**YOUR NAME**

**Phone / Email / LinkedIN**

**Today’s Date**

**Employer Contact Information***(if you have it)*
Name
Title
Company
Address
City, State, Zip Code

[**Salutation**](https://www.thebalance.com/cover-letter-salutation-2060313)
Dear Mr. /Ms. First Name and Last Name,

Note: If you do not have a contact name, skip the salutation or use ‘Attention Hiring Manager’ or ‘To Whom It May Concern’ OR ‘Attention Hiring Leader’ or ‘Attention Talent Acquisition Lead’

[**Body of Cover Letter**](https://www.thebalance.com/what-to-include-in-the-body-section-of-a-cover-letter-2060306)
The body of your cover letter lets the employer know what position you are applying for, why the employer should select you for an interview, and how you will follow-up. Organize the body of your cover letter into the following paragraphs:

* **First Paragraph**
The first paragraph of your letter should include information on why you are writing. Mention the position you are applying for and where you found the job listing. Include the name of a mutual contact, if you have one. 2-3 sentences
* **Middle Paragraph(s)**
The next section of your cover letter should describe what you have to offer the employer. Mention specifically how your qualifications match the job you are applying for. Highlight what makes you the ideal candidate. Focus on what impact you can make on the company and not what they can do for you. Clearly connect your qualifications to the job qualifications/ requirements. This section should briefly summarize the best parts found on your resume. (2-3 sentences)
* **Final Paragraph**
Conclude by thanking the company for taking the time to consider you for the position, and that you look forward to hearing back soon. (1-2 sentences)

[**Complimentary Close**](https://www.thebalance.com/formal-letter-closing-examples-2062307)
Respectfully yours, Sincerely, Best,

Your Name