**First Last**

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April 10, 2021

Hiring Manager

XYZ Company or Department

Address

City, State

Dear Hiring Manager,

This is my Introduction Paragraph. Here, I will tell you exactly what job I want within your company and where I found the posting, or who I learned about it from. Before I move on, I will tell you why I want to work for your company or department and how my skills match the role, and I might use a few words directly from your job description so you know I’ve done my research. I’ll keep it to just a few sentences, and maybe start off with something that could catch your eye and show how enthusiastic I am about the role.

Now that I’ve introduced myself, I’m going to elaborate on some of the things I mentioned above that make me a good fit. I’ll add specific examples of things I have achieved, awards I’ve won, or projects I’m really proud of that relate to what you are looking for based on the job description. I’m talking about myself, but I’m also making the connections each time to show how the things I have done will be an asset to your team, so you know that I will bring an edge to the role over other people.

If I need to continue, I’ll add a second paragraph here to ensure that I have addressed your needs without regurgitating my resume. I’ll keep using key words that I know are important to you, and will try to incorporate stories or numbers from my work that will really impress you.

Once I feel like I have given you as much information as possible to try and get you to read my resume, I’ll start to close out my letter. Here, I will re-emphasize why I am interested in the position, why I am passionate about your company, and what makes me a good fit for the role. I will also explain how, if I am hired, I would contribute to the company.

And finally, I am going to thank you for reading my cover letter, and ask you to contact me with any further questions.

Sincerely,

First Last