



HOW TO BUILD A COVER LETTER



Date
Company Name
Address

Dear First and Last Name,

First Paragraph: State the reason for the letter, the specific position in which you are applying, and how you learned about the job. Briefly mention why you are interested in the position and why you are a good fit. Be sure to catch the reader's attention.

Second Paragraph: Mention any experiences that relate to the position, and do your best to include quantitative data. Here is where you elaborate on the experiences listed on your resume, and characteristics you hold that apply to the position's description and responsibilities.

Final Paragraph: Reiterate why you are an ideal candidate, and mention something unique about the company. Refer the reader to the enclosed resume, and don't forget to thank the reader for consideration.

Sincerely,
Signature (Insert digital signature or script font)
Your Printed Name