

Your Name

Your Address

Your Phone Number

Your Email Address

Today's Date

Employer's Name

Employer's Address

Employer's Phone Number

Greeting, *(To Whom It May Concern or actual person's name)*

The first paragraph of your cover letter should include an engaging hook to make a good first impression with the hiring manager reading the document over. This is where you should put personal interests in the profession or position or where you found the job posting. Stating why you have interest in the company would also be appropriate in the first paragraph.

The second paragraph of your cover letter should include skills and abilities you have related to the job. Use examples from past jobs or volunteer efforts to better illustrate your abilities instead of just stating your qualities. Anecdotes or little stories highlighting abilities may also work to the advantage of candidates.

The third paragraph ties both personal abilities and the position desired together. Emphasis why you make a solid fit with the company based on your skills. Directly reference responsibilities of the potential job in this section, as well, to further demonstrate why you're the right person for the job.

The fourth and closing paragraph should begin with recognition of the company and the hiring manager for their time and consideration of you as a candidate. Summarize, in different words, why you feel your abilities align with the expectations of the position for hire. Close out the paragraph by revealing what you hope to get out of the job (what you might learn or how you might grow as an individual or a professional) and restate your gratitude for being considered.

Sincerely, *(always use sincerely)*

Sign Your Name Here