COVER LETTER

Your name: _____

City and state: _____ Phone: _____ Email: _____

LinkedIn or website: _____

Date: _____

To: _____ Title: _____

Company: _____ Address: _____

Re: _____ position (job number _____)

Dear _____ (or "Dear Hiring Manager"):

1. OPENING

[ ] I am writing to apply for the _____ position at _____, which I saw _____.

[ ] At the suggestion of _____, _____, I am writing to apply for the _____ position at _____.

[ ] I am writing to ask about current or future openings at _____ for _____.

I currently work as _____. / After _____, I am moving into _____. / I am studying _____ at _____ and expect to graduate in _____.

2. WHY THIS COMPANY

_____

_____

_____

3. STRENGTHS AND EXAMPLES

One strength I would bring to _____ is _____.
Example: _____

_____

Another is _____. Example: _____

_____

This general template is provided for informational purposes only and does not constitute legal advice. Requirements vary by state and locality; review current law and attach any disclosures or addenda your situation requires before signing. For a guided state-specific document, visit lawvault.org.

I would also bring _____. Example: _____

_____

4. CLOSING

I am available to start _____.

I would welcome the chance to talk with you about this role. You can reach me by phone at _____ or by email at _____. I plan to follow up with you on or after _____. Thank you for your time and consideration.

[ ] Sincerely, [ ] Best regards, [ ] Kind regards, [ ] Respectfully,

Typed name: _____

Enclosures: [ ] resume [ ] work samples [ ] list of references [ ] writing sample [ ] transcript [ ] professional certificates [ ] other: _____

This general template is provided for informational purposes only and does not constitute legal advice. Requirements vary by state and locality; review current law and attach any disclosures or addenda your situation requires before signing. For a guided state-specific document, visit lawvault.org.