

Cover Letter Template

Name: _____ Address: _____
Email: _____ Contact Number: _____
Date: _____ dd / mm / yyyy Recipient: _____
Title/Position: _____ Company: _____
Address: _____ Salutation: _____

The introduction, should convey your interest in the position and give a succinct summary of your qualifications. This is the first chance you have to catch the hiring manager's eye and provide a strong case for yourself.

The body paragraphs comprise information on your training, abilities, job history, professional credentials, and noteworthy accomplishments. It is imperative that you customize this part to emphasize how your skills meet the needs of the position.

The closing paragraph should thank the hiring manager for the chance to apply, highlight your interest in the job, and request that they get in touch with you to set up an interview. This is your last opportunity to make a good impression and encourage the reader to take action.

Complimentary Close: _____

Signature

Name: _____