

Cover Letter Template

_____ [Your Name]
 _____ [Your Street Address]
 _____ [Your City, ST Zip Code]
 _____ [Phone Number]
 _____ [Email]
 _____ [Current Date]

_____ [Name of Recipient]
 _____ [Their Respective Title]
 _____ [Company Name]
 _____ [Their Street Address]
 _____ [City, ST ZIP Code]

Dear _____ [Recipient Name]:

In response to your recent job posting on your website, please accept this correspondence as a part of my application for the _____ [name of position] currently available within your company.

Upon corresponding with your business and seeking out who to speak to in regards to this available position, _____ [Name of Person Referring] suggested that I contact you personally regarding the listed _____ [specific job title] position with _____ [Company Name]. My extensive experience and educational background in _____ [specific field of study], along with my relevant work experience makes me a qualified, appropriate candidate for this listed position.

As you will see from the resume that I enclosed, I have _____ [specific length of time] of experience in the field of _____ [professional area of expertise]. My training in _____ [specific field] accompanied with my _____ [relevant skill set] reinforces the notion that I am a strong candidate for this position.

My resume reveals that I have consistently been promoted and granted increased responsibility as a reward for my proclivity for hard work, standard of work ethic and the qualities that I contribute to the company as a whole. These rewards are a direct result of my expertise in _____ [professional area of expertise], affinity with _____ [relevant skill set], dedication to professional growth within this field, and my tendency to promote effective communication with my fellow members within the work environment. I would be honored to be given the opportunity to discuss my credentials further with you at a convenient time. If you have questions, or if you want to schedule an interview, please contact me at _____ [phone number]. I hope to be given the privilege of meeting you to discuss at depth the various employment opportunities offered by _____ [Company Name].

Sincerely,

_____ [Your Name]

_____ [Preferred Enclosure]