

List your address or match your resume contact information section

Your address ←

Write out the date you apply (month day, year)

Name of recruiter ←

Name of company

Address (multiple locations list the headquarters)

To Hiring Manager or specific person, ←

Try to list a specific person if listed on the posting or research the HR or recruiter contact on LinkedIn under the company page. If you are unable to identify a person use hiring manager.

First paragraph: You want to start the paragraph by grabbing the hiring audience’s attention and standing out such as highlighting an accomplishment or qualities needed for the position that you possess. In this paragraph, you want to include the position and company you are applying to. If you have a networking connection to the company or connected with the company at an event you want to mention it here. Don’t forget to emphasize your interest in the position and the company, make them feel special.

Middle Paragraph/s: In the next paragraph or two you want to connect the dots of your education, experiences, and skills to the position you are applying to. You want to clearly show the recruiter and hiring committee that you have the experiences and skills (don’t forget about transferable skills) to be successful in this position. This is the time to brag.

Closing paragraph: Now, you want to finish strong by telling the employer what you can bring to the position or company. This is the last sell of yourself to the hiring audience. Wrap up the paragraph by thanking them for their time and consideration. End with your excitement about the position and look forward to hearing from the organization soon.

Sincerely,

Your Name

Type out your name. You can use Adobe or font type to reflect your signature