

COVER LETTER TEMPLATE

HEADING: If the cover letter is in the body of an e-mail, have an effective subject line, such as the job title/number.

Date

Recruiter Name
Title
Company Name
Address

Dear Mr. /Ms. Recruiter Last Name:

PARAGRAPH 1: Introduction

- Establish why you are writing to them
- Introduce yourself (hopefully a reminder of who you are if you've previously been in touch)
- Connect/Relate to the person/company. Show your research (i.e. demonstrate you are aware of current company news, include the name of people with whom you spoke)
- Customize why you're interested in the company

PARAGRAPH 2/3: Your Pitch

- Highlight how you can contribute (your -added value) and what you can do for them (transferrable skills)
- Establish a clear connection between yourself and the company and/or position

FINAL PARAGRAPH: Next Steps & Closing

- Summarize or restate your interest and added value
- Express appreciation for their time and consideration

SIGNATURE

- Your Contact Info