**Cover Letter Template**

Your Address

Your phone

Your Email address

Date

Contact Person Name

Title

Company Name

Address

Dear Mr. /Ms. :

Explain why your background makes you the best candidate for the position that you are applying for. Keep it short but eye-catching. Detail what you can contribute to the organization. Express how your qualifications will be of benefit to the organization. Keep it short; not a lot of recruiters will read a cover letter longer than half a page.

Describe your interest in the organization. Subsequently, emphasize your knowledge about the organization (Your research of the organization) and your familiarity with the industry. Show your enthusiasm to work for the organization that you are applying to.

Specifically request an interview. Refer to your above contact information and the best time of day to reach you. You might also note that you will follow-up with a phone call to check on the status of your application and to see if there is any additional information needed from you.

End with “ I look forward to hearing from you soon.”

Sincerely,

Signature

Your full name

Enc. resume