

Your Name
Your Address
Other Contact Information

Date Letter Sent

Contact Person (if known)
Title of Contact Person (if known)
Address of Business/Organization
Address of Business/Organization

Dear Hiring Manager:

Traditionally, this first sentence identifies the position that you are interested in and how you found the position. The remaining 1-3 sentences identify your main qualifications that you will be developing in the body paragraphs. Your final sentence should operate similar to a thesis statement in an essay.

This second paragraph develops what you claimed were your main selling points in the first paragraph. Start this paragraph with a sentence that makes a claim about a qualification or skill as opposed to a sentence about a specific example. Then, use a detailed example or list of examples that supports your claim about yourself. Connect your qualification/skill and example(s) to the business/company to demonstrate your knowledge of its mission, goals, and/or objectives.

This third paragraph is optional but often welcome. In this paragraph, you follow the same structure in Paragraph 2; however, you will focus on a different skill or qualification.

The fourth and final paragraph thanks the reader for their time, reiterates the writer's interest in the position, and offers contact information.

Sincerely,
[Applicant's Signature]
Name of Applicant

Figure 16.5. Cover letter template.¹

¹ Nicole Hagstrom-Schmidt, "Cover Letter Template," 2021. This image is licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License](https://creativecommons.org/licenses/by-nc-sa/4.0/).