FIRST NAME  
LAST NAME

Address | Phone | Email

Date

Recipient Name

Title

Company

Address

City, Postal Code

Dear Recipient: (put in their full name – Dear Hiring Manager in a pinch!)

Please accept my resume and cover letter for consideration for the position of \_\_\_\_\_(job title)\_\_\_\_\_\_\_\_ with \_\_\_\_\_(company)\_\_\_\_\_\_\_.

I believe I would make a good member of the \_\_\_\_\_(company)\_\_\_\_\_\_\_ team because… (3-4 sentences about your employability skills/work experience and how they relate to the job. These can include things like how you work with people, how you deal with fast-paced environments, etc.).

Thank you for taking the time to review my application, and I look forward to the possibility of meeting with you for an interview.

Sincerely,

Signature  
**Your Name (Typed)**