**First Name, Last Name**

Address, City, State, Zip Code, & Phone number

Professional Email

DATE

Name of Company or Organization

Address of Company or Organization (City, State, & Zip)

Dear hiring manager/ Sir/ Madam

* Make sure to have an introduction, body, and appropriate closing.
* State the position that you are applying for.
* The body of your cover letter should cover your best qualifications, skills, and characteristics.
* Take the time to introduce yourself and give some of your educational background and traits that may set you apart from others. This is the time to give your sales pitch as to why they should hire you instead of someone else.
* The lower section of your cover letter should be a description of your important professional experience in detail. (Make sure it matches your resume).

Example, “Thank you for taking a moment to review my qualifications”.

Example, “If you would consider me for an interview, I can be reached by (Preferred contact method) or (Email address) or (Phone number).”

Example, “Thank you for your consideration, and I look forward to hearing from you soon.”

Sincerely,

Jon Snow

Resume Enclosed