

Cover Letter Templates and Instructions:

A **cover letter** is a document sent with your resume to provide additional information on your skills and experience. The letter provides detailed information on why you are interested in and qualified for the job you are applying to. It can also be an opportunity to show some personality and set you apart from the rest of the applicant pool. Be sure you tailor your cover letter to the job requirements and company that you're applying for.

1. **Introduce yourself.** Provide basic information about who you are and the position that you're applying for.
2. **Explain why you're a good fit for the job.** Research the company's culture, mission statement and recent accomplishments. Refer to these and tailor this section to the business that you're interested in working for.
3. **Provide examples of past accomplishments.** Include specific examples of similar work that you've done in the past to demonstrate your skills and expertise.
4. **Encourage the reader to look at your resume.** Conclude with a call to action that encourages the reader to peruse your resume and set up an interview.

TEMPLATES

Application cover letter template

[Your name]

[Email]

[Phone number]

[Date]

Dear [Hiring manager's name],

I would like to communicate my interest in the [position] posting that I found on [how you found out about the position]. I am very interested in working with [company name] given you are [why you are interested in the company]. I am particularly interested in working with you in [specific area/department] because [what you find interesting or inspiring about the role].

My keen [skills] are well demonstrated in my over [how many years you've worked] years of experience in [areas you've worked in]. Currently, I work as a [position], focusing on [important projects] where my attention to detail and [other skills] are essential to the success of my team and [project, challenge, task].

I have acquired an understanding of [concepts or responsibilities required in job description], as well as how to meet and exceed [goals, standards] set by the companies I have had the pleasure of working for.

I believe I am prepared to handle the exciting challenges this position presents, and I hope you allow me to further discuss my qualifications with you in an interview. I have attached a copy of my resume to this application for your review. Please let me know if you require additional information.

Thank you for your time and consideration.

Sincerely,

[Your name]

Prospecting cover letter template

[Your name]

[Email]

[Phone number]

[Date]

Dear [Hiring manager's name],

I am writing to you to inquire about open positions at your organization. I learned of [company name] through [reading a journal, online search, other] and I'm very interested in [what is interesting or exciting about their work or why you want to work at this company].

I believe my skills and qualifications would be a good fit for your company's needs. I have [education or experience] in [your industry] as well as [years of experience] in [another skill or industry relevant to the job]. I received [compliments, promotion, award] at one of the companies I worked at for my [skill] and professionalism.

I am enclosing my resume for your consideration and I would welcome the opportunity to discuss the possibility of employment further with you at a time that is convenient for you. You can reach me via my mobile phone at [your phone number].

Thank you for your time and consideration.

Sincerely,

[Your name]

Additional Tips:

[Powerful Ways to Start a Cover Letter](#)

[How to format a cover letter](#)

For more information contact:

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"Neighbors Helping Neighbors"