Your Name

Telephone  |  Email address  |  Street Address, City, ST ZIP Code

Date

Recipient Name

Title

Company

Address

City, ST ZIP Code

Dear Recipient:

Wondering what to include in your cover letter? It’s a good idea to include key points about why you are a great fit for the company and the best choice for the specific job. Of course, don’t forget to ask for the interview—but keep it brief! A cover letter shouldn’t read like a novel, no matter how great a plot you’ve got.

Be sure to include the specifics of which job you are applying for and any other information that will help direct your resume to the correct person.

Sincerely,

Your Name