

Your Address
City, State Zip

Date

Name of Hiring Manager (try to get their name)
Title
Company/Organization
Address
City, State Zip

Dear Name of Hiring Manager:

Introduce yourself and identify the position to which you are applying. Let them know how you learned of the position and identify any referrals you may have had to the position by someone within their organization or someone that they know.

Make a connection to the company/organization here. This is the most critical part of your cover letter. Do some research to determine the values, vision and mission of the organization. Learn their business philosophy, the way they view and treat their clients, etc. Determine what aspects you find the most connection with and elaborate on those connections. Indicate the things that really excite you about being a part of their team. The goal is to help them see that you understand who they are and how you are a values and character match for their organization.

Describe how your skills/experiences are a fit for the position to which you are applying (without duplicating everything on your resume).

Indicate the next step in the process and put the responsibility on yourself (unless the ad specifically requests no calls). For example: I will call within the next two weeks to determine whether an interview may be arranged. Should you need to reach me before that time, please feel free to contact me at (your phone number) or (your E-mail address). Thank you very much for your consideration and I look forward to talking with you soon.

Sincerely,

Your Name