

Your Name
Street Address
City, ST Zip
November 26, 2012

Recipient Name
Title
Company Name
Street Address
City, ST Zip

Dear Recipient Name:

This should be the same font size and style as your résumé. Have the job ad in front of you while drafting your cover letter. Use their key words. Keep “I” statements to a minimum, for example: Impeccable interpersonal skills. Organizational and supervisory abilities. Attention to detail. Your advertisement for *Position Title* was written for me!

Summary 1 of Relevant Skills: Complete a paragraph that highlights one of your favorite practical skills that the employer is seeking. Provide examples when possible and limit your use of “I” statements: there should be no more than 1 “I” per paragraph when possible. After this paragraph is complete, give the skill that you are summarizing a title (Summary 1 of Relevant Skills).

Summary 2 of Relevant Skills: If your potential employer has indicated educational requirements, weave this information into the detail of your paragraphs. Relevant certification, training, or personal skills can be used in supportive detail as well. After reading through this paragraph, insert the title of this skill where it says “Summary 2 of Relevant Skills.”

Summary 3 of Relevant Skills: Does your potential employer have a web site? Read through the web page and familiarize yourself with the mission of the company. If you have skills that will support growth, integrity, or teamwork within the company, make sure to share any previous experience of applying those skills. What title best summarizes this paragraph? Change “Summary 3 of Relevant Skills” to that new title.

Please contact me if you would like to discuss my qualifications for the position of *Position Title*. I would take the job very seriously and appreciate any opportunity to prove myself as an asset to *Company Name*.

Sincerely,

Your Name