

COVER LETTER TEMPLATE

Your cover letter allows you to indicate the position to which you are applying, your qualifications and skills, and the reasons why the employer should consider you for the position. Generally, it should be no longer than 3 or 4 paragraphs. It should supplement your resume— do not repeat exactly what is listed on your resume. The cover letter is a great way for the employer to get to know you better (and your English and writing skills) so make sure it is clear, informative, and grammatically correct. Please follow the outline below to begin writing your cover letter.

Your Address
Your City, Country, Postal Code

Date of letter

To whom it may concern:

First Paragraph:

- In the first paragraph of your cover letter, you should explain why you are interested in the position you are applying for.
- Mention specific parts of the job description that sound interesting/relevant to you and that you are submitting your resume for the employer's consideration.

Middle Paragraphs:

- This section of your cover letter should talk about your specific skills/abilities in more detail than what is on your resume and explain what you can offer the employer.
- Don't copy what you wrote on your resume—include new details or talk more about specific accomplishments from your job and clarify anything that is unclear in your resume.
- You should make connections between the requirements they are looking for and the skills/experience you possess. Explain specifically why your experience matches the job you are applying for.
- Don't make these paragraphs too long; break down your points into smaller paragraphs or bullets.

Final Paragraph:

- You should close your cover letter by restating your interest in the position and by thanking the employer for their consideration.

Respectfully yours/Sincerely/Yours Truly/etc.,

Typed Signature