

YOUR INFORMATION

YOUR NAME

ADDRESS

PHONE NUMBER

EMAIL ADDRESS

Employer Information

18 August, 2030

Hiring Manager Name

Company Name

Email

Address

1) Salutation:

Dear Hiring Manager,

2) Introduction Paragraph

- State the position you are applying for and how you found the job posting.
- Mention one or two key reasons why you are an excellent fit for the role.
- Express enthusiasm for the opportunity.

3) Body Paragraph(s)

Paragraph 1: Highlight Relevant Experience

- Describe your most relevant skills and achievements related to the job.
- Use measurable results or specific examples (e.g., "Increased sales by 20% within six months").

Paragraph 2: Connect to the Employer's Needs

- Show how your skills and experience align with the company's goals.
- Highlight any knowledge you have about the company's culture, mission, or recent projects.

4) Closing Paragraph

- Reiterate your interest in the role and excitement about contributing to the team.
- Politely request an interview or a follow-up conversation.
- Thank the employer for their time and consideration.

5) Sign-Off

- Use a professional closing (e.g., "Sincerely," "Best regards,").
- Include your full name.