**General Cover Letter**

City, State 12345 12345, City, State | 555-555-5555 | example@example.com

Month, Day, Year

Mr./Ms. HiringManager or Recruiter full name and titles  
Company Name  
Street address, Suite number  
City, State ZIP CODE

Dear Mr./Ms. HiringManager or Recruiter last name,

This section is your opener and should contain your ‘purpose' or interest statement that explains either why you would be interested in the job posting or the company. Make sure to reference keywords and statements from the job description.

The body paragraph (s): should contain skills and qualifications related to the job, i.e., provide a narrative example of how your job-related skills were obtained/honed. Your goal here is to match the skills to the employer's needs. Justify how your career experiences could fit into the position and the organization.

\* Optional section\* This is where you would craft an explainer, like if there is a gap in your employment history or have a specialized circumstance, you can't fully explain in your resume.

The end paragraph: is the closer that would signify a ‘call to action' by reiterating a key qualification for the position you possess and an appreciation for the employer's consideration.

Closing statement: Thank the employer/recruiter for their time.

Sincerely,  
Your Full Name