First Name Last Name

City, State Zip code   
Zip code, City, State 5555555555 | example@example.com

Month, Day, Year

**Mr. / Ms. Hiring Manager or Recruiter full name and titles**

Company Name

Street address, Suite number

City, State Zip code

Zip code, City, State

Dear Mr./Ms. Hiring Manager 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,  
First Name Last Name

#### 

#### More tools to help you write your cover letter:

[**How to Write a Cover Letter**](https://www.livecareer.com/resources/cover-letters/how-to/write/6-simple-steps)

Study this helpful article to learn how to write every section of your cover letter in six simple steps. Learn the ins and outs of writing a letter that compliments your resume and grabs the attention of the hiring manager.

[**Cover Letter Examples**](https://www.livecareer.com/cover-letter/examples)

If you’d prefer to write your own cover letter, don’t do it alone! Our library of cover letter examples shows you sample cover letters for hundreds of job titles.

[**Cover Letter Formatting**](https://www.livecareer.com/cover-letter/formats)

The format of your cover letter should follow basic guidelines regarding section order, fonts, margins, spacing, and length. Here, we explore everything you need to know about cover letter formats.

[**How Long Should My Cover Letter Be?**](https://www.livecareer.com/resources/careers/recent-grads/how-long-should-cover-letter-be)

When you're looking for a new position, you only get one chance to make a first impression that lasts. Your cover letter is the initial contact your prospective employer will have with you, so make it count. Of course, your content must be as polished and professional as possible

[**How to Write a Resume**](https://www.livecareer.com/resources/resumes/how-to/write/8-simple-steps)

Study this helpful article which lays out how to write every section of your resume in eight simple steps. Learn how to present your qualifications in a way that will capture the attention of recruiters and hiring managers.