

Cover Letter Template

Your name

City, State Zip

Phone:

E-mail:

Date

Name of HR or who you are contacting

Their Title

Company name

Company address

Company city, state, zip

Dear Human Resources Representative,

I am writing in response to XXXX position you posted on XXXX. I immediately noticed how well your requirements align with my experience, skills, and background. I really admire the fact that the company is family owned. (Say something you have learned about the company for example maybe you notice the company is family owned or that the company is growing). While my enclosed resume provides a great overview of my strengths and achievements, I have also listed some of your specific requirements for the position and my applicable skills:

You Require:

- 1.
- 2.
- 3.

I Offer:

- 1.
- 2.
- 3.

Attached is my resume for your review. I welcome the opportunity to meet with you to discuss how my talent, professionalism, and enthusiasm will add to the value and success of your company. If you have any questions you may reach me at (XXX) XXX-XXXX. Thank you for your consideration. I look forward to speaking with you soon.

Sincerely,

YOUR NAME