General Cover Letter Sample Template

Your Address
Your Phone Number
Your Email Address

Today’s Date

Name of Contact
Contact’s Job Title
Contact’s Company
Company’s Address

Dear Mr. or Ms. (Name, if you know it; “Sir or Madam” or “To whom it may concern” if you don’t know the name of your reader)

First Paragraph – Opening
This is where you briefly introduce yourself, explain why you are writing (e.g. indicate which position you are applying for, where you learned of the position, or that you are inquiring about available openings). Try to grab the reader’s attention; remember that this paragraph may determine whether or not your reader continues to read your letter.

Second Paragraph – Body
Bring up the requirements listed for the job you are applying for and explain how you meet them. Evoke specific examples from your work experience or academic life and relate them to the job, company, or industry. Expand on your resume rather than repeat what you have already written. Also, try to show a familiarity for the company, and explain why you like their corporate philosophy or otherwise feel that you would make a good fit with their employees. You might expand this into two paragraphs, if you have enough to say.

Third Paragraph – Conclusion
Give a brief summary of your qualifications and restate your intent. Provide contact information and either describe when the employer can expect to hear from you, or if you will wait to hear from them. Close by thanking the employer for their time and consideration.

Sincerely,

Your Name