

YOUR NAME

October 31, 2023

Company Contact, if known
Company Name
Company Address
Address Line 2

RE: Job posting XYZ with ABC Company, Competition No. 1234

Dear Company Contact OR Hiring Managers OR Hiring Team;

Opening Paragraph (2-4 sentences): Explain who you are and why you are writing this letter...what I am currently doing ...I have the skills of...My education is in... *Like in an essay, some people may choose to write this paragraph after creating the body. This paragraph should introduce you, and the ideas that will be elaborated on in the body.*

Body Paragraph(s) (3-5 sentences each): Highlight and expand on important points from your resume...My previous experience fits this position... The reason I want to work for your company is...*The body of your cover letter can be made up of 1 or more paragraphs. You do not want any of your paragraphs to be too long as a reader looking at a giant block of text is more likely to skim.*

Closing Paragraph (2-4 sentences): Restate interest, thank them, and include action item...I look forward to hearing back from you...*Like a conclusion of an essay you want to restate the main points, then wrap it up.*

Sincerely,

XXXXXXXXXX

YOUR NAME

OVERVIEW

1-3 Sentences about you. Use the posting to create this section! It is an easy spot to list some required skills/qualifications that you match. Where do you come from? What are you doing now? Where do you want to go (professionally)? See some examples online and write in 3rd person.

EDUCATION

[DEGREE, SCHOOL NAME, LOCATION] [DATES FROM – TO]

You might want to include your GPA here *if it's exceptional* and/or a brief summary of relevant coursework, awards, and honors.

[DEGREE, SCHOOL NAME, LOCATION] [DATES FROM – TO]

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SUMMARY OF SKILLS AND QUALIFICATIONS

- | | |
|--------------------------------------|--------------------------------------|
| • [Professional or technical skills] | • [Professional or technical skills] |
| • [Professional or technical skills] | • [Professional or technical skills] |
| • [Professional or technical skills] | • [Professional or technical skills] |

WORK HISTORY

[JOB TITLE, COMPANY NAME, CITY, PROVINCE] [DATES FROM – TO]

[JOB TITLE, COMPANY NAME, CITY, PROVINCE] [DATES FROM – TO]

[JOB TITLE, COMPANY NAME, CITY, PROVINCE] [DATES FROM – TO]

REFERENCES

[REFERENCE NAME]

[Title, Company]

[CONTACT INFORMATION]

[REFERENCE NAME]

[Title, Company]

[CONTACT INFORMATION]

[REFERENCE NAME]

[Title, Company]

[CONTACT INFORMATION]