[Date]

[Name of the Company or Institution receiving your cover letter]

[Subject Line]

Dear [Hiring Manager/preferably the recipient’s first name],

[**Introductory Paragraph**: State why you’re the best person for the position. Use this paragraph to entice the Hiring Manager and to get them excited about you. Hook them with this first paragraph.]

[**Body:** 1-2 Paragraphs describing how your skillset and experience will be invaluable to the company. Use these paragraphs to showcase your industry knowledge and/or the knowledge you have about the company or institution. Explain how you can contribute to their ventures. *Do not simply rehash everything in your resume or CV.* This section should convince the Hiring Manager that you’re the best candidate for the position.]

[**Closing Paragraph:** Use this paragraph to make any final remarks or signal a call to action. Try to end on a high note. Convey your enthusiasm for the job post here or mention an excellent result you achieved in your last job, and how you could do the same for this company or institution. If possible, strengthen the achievement by adding a percentage to it. For example, *I increased sales by over 40% at XYZ Company, and would love to discuss all the ideas I have for improving revenue at ABC Inc*.]

Sincerely,

[Full Name]

**[REMEMBER TO REMOVE THE FOOTER BEFORE SUBMITTING YOUR COVER LETTER]**