**COVER LETTER TEMPLATE My Name**

Phone & Email

[Date]

[Hiring Manager, Position] *(If you know their name, use that instead)*

[Company Name]  
[Company Address]

Dear *[Mr./Ms./Dr.+ last name] (*or: Dear [Position] Hiring Manager):

**Request to Interview for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position**

As a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ specializing in**/**with x years in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,  
I am particularly interested in this position at [company name] because\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*[choose a specific & relevant reason]*.

*The wording in this template just gives you thinking cues.  
Use* ***your own words*** *to make the letter yours.*

My qualifications closely match your requirements:

* **Summary Response to key posting requirement: *+*** *Relevant Support (brief examples of accomplishments/expertise/experience/skills that support your response)*

*You are making your case: Show your strengths/experience that meet their major requirements and preferred .qualifications.*

* **Summary Response to key posting requirement: *+*** *Relevant Support*
* **Summary Response to key posting requirement/preferred qualification: *+*** *Relevant Support e*

*You can group some of the requirements in one bullet, e.g., all the  
 interpersonal skills: communication, collaboration, leadership.*

I look forward to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. You can reach me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,