M|W

MEREDITH WALTER

November 20, 2017

Mr. George Williams

Director

Company Name

Street Address

City, State, Zip Code

Dear Mr. Williams,

Begin your introduction by stating what job you are applying for. This letter gives you an opportunity to explain why you are interested in a particular position and the organization. This is your chance to highlight the parts of your background that directly relate to the position for which you are applying. Show in a narrative form how you can meet their needs and communicate your interest, motivation, and self‐confidence for the job.

Make sure you mention the specific position and your current status. Highlight the key points in your background that sell yourself as the right candidate for the position. You do not want to repeat everything that is in your resume – the cover letter just gives a taste of your accomplishments so the person will want to read your resume.

One useful way to tailor your letter to the job is to use keywords from the job posting. Think of concrete ways to prove you will add value to the company. Include examples of specific accomplishments from previous jobs. Close with all the important details. Your cover letter is an example of your communication skills, so draft it carefully and have it reviewed by a trusted person. Your first goal with this letter is to move on to the next step: an interview. Your overarching goal, of course, is to get a job offer. Use your application letter to further both of these causes.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,

Meredith Walter

CONTACT

123.456.7890

youremailhere@gmail.com

City, State

yourwebsite.com

MARKETING MANAGER