

**Email Subject Line:** Job Title - Your Name

Be sure to list the job you are applying for and your name in the Subject Line of the email, so the employer readily knows who you are and what job you are interested in.

**Opening Greeting:**

Dear Mr./Ms. Last Name or Dear Hiring Manager (if you don't have a contact person),

**First Paragraph:**

The first paragraph of your letter should identify the position that you are applying for and how you found out about it. Also include basic information about yourself that is relevant to the position. Be clear, concise, and confident in your delivery.

**Middle Paragraphs:**

The next section of your cover letter should describe what you have to offer the employer. This is your opportunity to convince the reader that they should grant you an interview. Make strong connections between your abilities and their needs. Mention specifically how your skills and experience match the job you are applying for.

**Conclusion:**

If you have attached your résumé, mention it in this paragraph. Conclude your cover letter by thanking them for considering you for the position. Include your phone number and email address and the best time to contact you.

**Closing Greeting:**

Sincerely,  
Your Name

\*Note: If you are sending the cover letter through the mail, follow the traditional format of a letter.