April 21, 2015

To whom it may concern (if you know the person’s name who you are applying to, put it here):

re: employment opportunities (write out the name of the job that you are applying for.

I am writing this letter to apply to \_\_\_\_\_\_\_\_\_\_\_\_\_. I feel that I am the ideal candidate for this position because of my combined skills and experiences.

My past employers would describe me as being hard working and dedicated to completing the job. I am highly motivated and willing to learn any new skills necessary on a new job site. I show initiative in my work by being ready to take on any challenge without hesitation(this is where you could put an example of how you do this – remember you can/should alter the words here that show your true skills). I feel these skills would be useful in this job (you could mention what the job is – ex. store clerk).

Through my volunteer experiences, including with include a specific example of the volunteer experiences that you have had, I have gained an understanding of the importance of being able work as a team(teamwork is just one example – you could include another skill that your volunteer experience has taught you). This can be applied to work situations where completing projects successfully is determined by the ability of the team to work together(modify this sentence to fit the skill that you listed previously). I feel that I can contribute to your company as I am able to take on a variety of roles in a team (change ‘team’ to other skill that you used) situation.

It is because of my skills and experiences that I feel that I am the right candidate for this position. I look forward to meeting with you in an interview to expand on my experiences.

Yours truly,

\*\*\* remember that you can modify the words (ex. use a thesaurus; pick a new skill or even multiple skills) – this letter only gives you a ‘recipe’ for a cover letter. For example, I recently applied for a new job and my cover letter had 5-6 paragraphs that highlighted three of the skills I felt were most valuable to the new job as well as an opening and closing paragraph. You can tinker with the format but the basic recipe is the same.

\*\*\*\*don’t forget to erase all the red in this template.