Date

(Employer Information)

Contact Name

Employer

Employer Address

Salutation (Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,)

(1) How were you referred to this position? What is your interest in the position?

(2) What is your educational background? Do you have any relevant trainings? Internships, etc.?

(3) What makes you qualified for this position in regard to additional hard skills (other than education/trainings), and what soft skills make you an excellent choice for this job?

(4) How and when will you follow up? Thank the prospective employer for the time spent reading your cover letter.

Closing (Sincerely,)

\*Your signature\*

Typed Name