


Contact information, font, and formatting should match that of your resume for consistency and branding.




Po Box 0000 Boiling Springs, NC.36 75h my skills aligned with the role, and that I would

My studies at Gardner-Webb University revolved around accounting to hone my skills in asset management and tax review. This experience made me an excellent addition to the Sample Company. At Gardner-Webb, I developed strong leadership skills as a member of the Management Accountants. In addition, my internship at the Sample Company last summer provided an excellent opportunity to grow in my field and gain understanding.



In reviewing your company mission statement, I recognized that your client needs fits well with my values. I am passionate about giving back to the community and supporting local causes.

I believe my experience and track record demonstrate that I am a strong fit for this position. I have included my resume and references for your review.



Include Address Block with contact information for a formal letter. If you do not know the direct person, indicate Human Resources and "To Whom It My Concern"


1st Paragraph focus on introduction and specific position of interest



2nd and 3rd paragraphs focus on examples of skills/ experience in resume or other example. Use job description to guide your examples.


my qualification as well as the requirements for this position. You may reach me at 704-406-0000 or wbulldog@gmail.com. I appreciate your consideration!

Sincerely,



Closing paragraph should recap why you are a good fit and provide contact information again.

Mack T. Bulldog



Cover Letter should be no longer than 1 page.