First Name Last Name

Address, City, State, Zip | Phone number | Email Address | LinkedIn Link

Company Name
Address, City, State, Zip of Company
Personal name of hiring manager
Hiring manager’s contact information

Dear __________,

The first paragraph of your cover letter should give a brief introduction and description of who you are, what makes you stand out, why you are writing. You should include a line referencing the specific position you are applying for, including posting number if applicable.

The main body of your cover letter is where you want to sell your skills, how you fit with the company and position, and how you can benefit the company. Below are a few ways you can organize your information:

- **Story telling** can help display your skills by using real-life examples to explain how you solved a problem that relates to the company or how you used your expertise to benefit someone. Stick to 2-3 short paragraphs.

- **Lists or bullet points** can be used to show how you will achieve company goals. Lists are utilized in a 2-column format: Job requirements on one side and your qualifications on the other. Bullet Points highlight one relevant qualification at a time and consist of only 1-2 sentences.

Be sure to tailor your cover letter to the position you are applying for. You can do this by pulling key words, phrases, and skills from the position description and explaining how you fit those requirements.

Conclude by:
- Thanking the employer for reading
- Letting them know you are excited about the job possibility
- Conveying you have a desire to hear back from them
- Summarizing how you can contribute/help
- Being professional, straightforward, and excited about the opportunity

Salutations,

John C. Chips

John C. Chips

Have Questions? Contact the Employment Hub at JC-CCE@jccmi.edu or visit us in BW 124