**Cover Letter Building Template**

Use this template to craft a strong, personalized cover letter that showcases your value, connects with the employer, and complements your resume.

**Step 1: Header**

Instructions: Include your contact information and the employer’s info, aligned to the left.

Jane Doe

123 Career Lane

Southwick, MA 01077

jane.doe@email.com | (123) 456-7890 | LinkedIn.com/in/janedoe

[Date]

Hiring Manager

ABC Corporation

456 Opportunity Blvd

Boston, MA 02108

**Step 2: Greeting**

Instructions: Address the hiring manager by name if possible. If unknown, use a professional greeting.

Dear [Hiring Manager's Name],

**Or**

Dear Hiring Team,

**Step 3: Opening Paragraph – Grab Their Attention**

**Instructions:** Introduce yourself and state the position you’re applying for. Show enthusiasm and briefly mention why you’re interested in the company.

**Prompt:** Why are you excited about this role/company?

**Example:** I am writing to express my interest in the Customer Experience Specialist position at ABC Corporation. As someone who is passionate about delivering excellent service and creating seamless client interactions, I’m excited about the opportunity to contribute to a company known for its innovation and customer-first approach.

**Step 4: Middle Paragraph – Highlight Your Value**

**Instructions:** Showcase your relevant experience, skills, and accomplishments. Use one or two specific examples that relate directly to the job description.

**Prompt:** What skills or past successes make you a great fit?

**Example:** With over 5 years in customer service and administration, I’ve consistently exceeded satisfaction benchmarks while managing high-volume communications and problem resolution. At XYZ Company, I implemented a new intake tracking system that improved response time by 30%. My background in relationship management and efficiency aligns with your team’s mission to deliver exceptional support at every touchpoint.

**Step 5: Closing Paragraph – Express Interest & Next Steps**

**Instructions:** Reiterate your interest, express appreciation, and include a polite call to action.

**Prompt:** Why are you confident you’d succeed in this role?

**Example:** I would be honored to bring my skills and commitment to the ABC Corporation team. Thank you for considering my application. I would welcome the chance to discuss how I can contribute to your continued success in more detail.

**Step 6: Sign-Off**

Sincerely,

Jane Doe

**Quick Checklist Before Sending**

 Tailored to a specific company/role

 Includes relevant examples from your experience

 No spelling or grammar errors

 Professional tone and formatting

 Saved as a PDF unless requested otherwise