

EMAIL COVER LETTER

Application: Job Title and Number – Your Name

Message Options

Send
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Attach
Picture
Signatures
High Priority
Low Priority
Check Names

To:

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Subject:

First Paragraph

I would like to apply for the (job title) position posted on (name of website or how you found out about the job opening). My resume (name of format specified in the posting such as RTF or PDF) is attached.

Second Paragraph

- * How your skills and experience match the job posting requirements.
(Limit this to two or three short sentences.)
- * The value you bring to the job and the company.
(A brief sentence that can include why you want to work for this company.)

Closing Paragraph

Thank the company for considering your application.
Conclude with one sentence about how you will follow up with the company.

Signature block

(Use a professional business letter closing such as Sincerely, Regards or Yours Truly.)

Sincerely,

Your First and Last Name
Your Address, City, State ZIP Code
Your email address