Hello Job Seekers!

Thanks for downloading a free [cover letter template](https://www.resume-now.com/cover-letter/templates) from Resume Now. Whether you’re an entry-level, mid-career or experienced professional with many years in the workforce, you will find additional resources here to help you create an interview-winning cover letter with confidence.

Our [how to write a cover letter guide](https://www.resume-now.com/job-resources/cover-letters/how-to-write) will help you craft every section of your cover letter. Experienced professionals and entry-level job applicants alike can learn how to write an appropriate cover letter heading, a professional [greeting](https://www.resume-now.com/job-resources/cover-letters/how-to-address-a-cover-letter) and salutation, a [compelling introduction](https://www.resume-now.com/job-resources/cover-letters/how-to-write-opening), a detailed body, and [persuasive closing](https://www.resume-now.com/job-resources/cover-letters/how-to-write-closing). We’ll help you showcase your achievements and skills in a way that makes hiring managers want to learn more about you, and we’ll show you [how to format your cover letter](https://www.resume-now.com/job-resources/cover-letters/how-to-format) properly.

And if you want first-hand assistance in writing your cover letter, your account allows you to access our best-class [Cover Letter Builder](https://www.resume-now.com/cover-letter/builder).

Our builder has:

* Hundreds of industry-specific keywords and phrases to highlight your top qualifications while simplifying the writing process.
* Eye-catching templates to choose from (we’ll help you!) so you can ensure your cover letter is well-organized and formatted correctly.
* Hundreds of professionally written [examples](https://www.resume-now.com/cover-letter/examples) for inspiration.

Or you can simply turn the entire job over to a [professional resume writer](https://www.resume-now.com/resume-writing) who will strategically market you for the job you want.

Thanks again for downloading a free cover letter template from Resume Now. We hope you find our resources helpful when crafting your resume. We’re here to help you with anything you need on your path to success.

Best of luck with your job search!

The Resume Now Team

**More writing resources to help you align your cover letter and resume:**

[How to write a resume](https://www.resume-now.com/job-resources/resumes/how-to-write)

[Resume examples](https://www.resume-now.com/cover-letter/examples)

[Resume templates](https://www.resume-now.com/resume/templates)

[Resume formats](https://www.resume-now.com/resume/formats)

Regina **Harvey**

Houston, TX 77005 | 555-555-5555 | example@example.com

***CONTACT INFORMATION:***

*Your contact information must include: Your full name, city, state and ZIP code, phone number, email address, professional website/portfolio, LinkedIn profile.*

November 20, 2021

Frances Burke, Hiring Manager

Tek Com Resources

Houston, TX 77016

555-555-5555

example@example.com

***DATE AND HIRING MANAGER ADDRESS:***

*You should always date the cover letter. It's important that you include the name and title of the hiring manager, and the mailing address of the company. If you can't determine the name of the hiring manager, address it to the most appropriate person in the department or company.*

Dear Ms. Burkey,

***GREETING:****It's critical that you address the hiring manager by name, so do your research. Once you have their name, address them like so: “Dear Judy Jones,” or “Dear Professor Hanson,”. If you can't find the hiring manager's name, then use their title, like “Dear Marketing Director,” and if you're unsure of their title, use “Dear Hiring Manager,”.*

***INTRODUCTION****: This section is your first opportunity to introduce yourself to the hiring manager. Include the position title and how you found it. Show enthusiasm and convey confidence to grab their attention.*

***BODY:*** *The body of a cover letter must include up to three paragraphs that describe your qualifications and to why you are the best fit for the job. Review the job requirements. Emphasize the top soft, hard and technical skills you have that match those qualifications.*

* *Write clear and concise sentences about your past experiences.*
* *Use active voice and power words like planned, operated and created.*
* *Use metrics when possible.*

**CLOSING:** The closing paragraph is your chance to leave a lasting impression that convinces the hiring manager to contact you. Be polite and thank them for their time, but keep the tone enthusiastic and confident — invite them to contact you or let them know you'll reach out to them to follow up.

Sincerely,

Regina Harvey

**SIGN OFF:** This is where you politely sign your cover letter. Conventions include “Sincerely,” “Thank you,” and “Respectfully,”. Avoid informal sign-offs, such as “Cheers,” “Love,” “Take care,” or “Warmly,” even if you know the hiring manager very well. After your closing paragraph, add a line break, write your sign-off, add another break, and sign your full name.