**COVER LETTER TEMPLATE**

**Jane M. Doe**

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February 4, 2014  
  
Mr. Sam Jones   
Human Resources Manager  
Acme Engineering Company  
123 Main Street   
Spartanburg, SC 29305

Dear Mr. Jones,

The first paragraph of your letter should include the position you are applying for and the name of a mutual contact, if you have one. Be clear and concise regarding your request. Include information that will convince the reader that they should interview you in the first paragraph.

Describe what you have to offer the employer. Make strong connections between your abilities and their needs. Mention specifically how your skills and experience match the job you are applying for. Remember, you are interpreting your resume, not repeating it. Try to support each statement you make with a piece of evidence. Use a short paragraph.

Thank you for your time and consideration. I look forward to hearing from you soon regarding an interview.

Respectfully yours,

Jane M. Doe