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Dear Jobseeker,

Thank you for downloading our cover letter template. We appreciate your interest and trust in our resources to support you in crafting an impressive cover letter. We understand that writing a cover letter can be a challenging task, but we are here to help you every step of the way.

To assist you further, we have compiled a list of valuable cover letter writing resources. These links will provide you with additional guidance, examples, templates, and tools to enhance your cover letter:

1. [Cover Letter Examples](https://www.myperfectresume.com/cover-letter/examples?utm_source=template&utm_medium=download&utm_campaign=cover-letter-formats): Explore our collection of professionally written cover letter examples that cover a wide range of industries and job positions. These examples can serve as inspiration and help you understand the best practices in cover letter writing.

2. [Cover Letter Templates](https://www.myperfectresume.com/cover-letter/templates?utm_source=template&utm_medium=download&utm_campaign=cover-letter-formats): Choose from our selection of customizable cover letter templates. Our templates are designed to make your cover letter visually appealing and tailored to your specific needs. All of our templates are ATS friendly, which means all of our templates are easily read and understood by the software that companies use to filter applicants.

3. [How to Write a Cover Letter](https://www.myperfectresume.com/career-center/cover-letters/how-to/write?utm_source=template&utm_medium=download&utm_campaign=cover-letter-formats): Visit our career center for a comprehensive guide on how to write an effective cover letter. This resource will provide you with step-by-step instructions, tips, and techniques to make your cover letter stand out.

4. [Cover Letter Formats](https://www.myperfectresume.com/cover-letter/formats?utm_source=template&utm_medium=download&utm_campaign=cover-letter-formats): Learn about different cover letter formats and determine which format is most suitable for your application. Understanding the appropriate format will ensure that your cover letter presents your qualifications and experience in the best possible way.

5. [Cover Letter Builder](https://www.myperfectresume.com/cover-letter/builder?utm_source=template&utm_medium=download&utm_campaign=cover-letter-formats): Take advantage of our user-friendly cover letter generator. This tool allows you to create a personalized cover letter by guiding you through an easy building process and providing professional formatting options.

We hope that these resources will be instrumental in enhancing your cover letter and increasing your chances of securing the job you desire. Should you have any questions or require further assistance, please do not hesitate to reach out to us.

Once again, thank you for choosing our cover letter template. We wish you all the best in your job search.

Sincerely,

The MyPerfectResume Team

|  |  |
| --- | --- |
| Melissa Quinn | 555-555-5555  Mountain View, CA 94043  example@example.com |

October 15, 2021

[Hiring manager's full name]  
[Company address]  
[Company phone number]  
[Hiring manager's email address]

Dear [Mr./Ms.] [Hiring manager's last name],

Opening paragraph: Immediately grab the hiring manager's attention with an opening that conveys your enthusiasm for the job opportunity. Mention your years of relevant experience, the job you're applying for, how you found out about the job (Was it a referral? Did you see the job opening on their website?) and why you're interested in the position.

For a more detailed guide on writing a compelling opener and strong cover letter, see our article [How to Write a Cover Letter](https://www.myperfectresume.com/career-center/cover-letters/how-to/write?utm_source=template&utm_medium=download&utm_campaign=cover-letter-format).

Body paragraphs: There are different ways to approach body paragraphs. Generally speaking, you should go beyond what's written in your resume and provide further details on work accomplishments, draw a connection between your past experiences and how they can be applied to the new job, and show your knowledge of the company's culture, goals and environment.

If you're changing careers, explain what motivated you to make the change, how your [transferable skills](https://www.myperfectresume.com/career-center/special-reports/coronavirus/view-all-transferable-skills-series-articles?utm_source=template&utm_medium=download&utm_campaign=cover-letter-format) will help in this new direction and why you chose that particular employer. If you don't have formal work experience, connect this new opportunity with a personal project, extracurricular activity (such as volunteer work), or internship.

* You can include bullet points in this section to highlight relevant achievements
* Use numbers, when possible, to better present these accomplishments. For example: “I've used my creativity, energy and compassion in bettering over 60 students each school year, giving them the dedication and attention they deserve.”

For more guidance and inspiration on specific scenarios, explore our [cover letter examples](https://www.myperfectresume.com/cover-letter/examples?utm_source=template&utm_medium=download&utm_campaign=cover-letter-format).

Closing paragraph: Make your interest in the company clear and express your excitement one more time. Remember to thank the hiring manager for their time and consideration, and encourage them to follow up (e.g., “I look forward to further discussing my qualifications with you.”).

[Sincerely/Best/Best regards],  
  
[Your name]