

Cover Letter

Your Name

Your Address

Your City, State, Zip Code

Your Email

Your Phone Number

Date

Hiring Manager's Name

Company Name

Company Address

Company City, State, Zip Code

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position listed at [Where You Found the Job Posting]. With my background in [Your Field/Industry] and my skills in [Relevant Skills], I am confident that I can contribute effectively to your team at [Company Name].

[Briefly explain your relevant experience, achievements, and why you are a good fit for the position.]

I have attached my resume for your review. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team. Thank you for considering my application.

Sincerely,

[Your Name]

Resume

Your Name

Your Address

Your Phone Number

Your Email

Objective

[A brief statement about your career goals and what you hope to achieve in the desired position.]

Education

[Degree] in [Your Major]

[University/College Name], [Graduation Date]

Experience

[Job Title]

[Company Name], [Start Date] - [End Date]

[List your responsibilities and achievements.]

[Job Title]

[Company Name], [Start Date] - [End Date]

[List your responsibilities and achievements.]

Skills

[List of relevant skills, certifications, or tools you are proficient in.]