**Salutation**

Dear [Hiring Manager’s Name],

**Opening Paragraph (Introduction)**

Your [cover letter opening](https://resumegenius.com/blog/cover-letter-help/how-to-start-a-cover-letter) should contain a self-introduction. Write about who you are, where your expertise lies, where you found the job posting, and why you want to apply for the job.

**Body Paragraphs**

The second paragraph of your cover letter should respond directly to the job description written by the hiring manager. Describe how your previous job experiences, skills, and abilities will help you meet the company’s needs. To make that easier, you should include exact words and phrases from the job descriptions in your cover letter.

* You can include a bulleted list of your accomplishments
* Make sure to use numbers or percentages to emphasize your bullet points (e.g. increased online revenue by 13%)

Do some research about the company and find out what their current activities and goals are. Explain how you can help them achieve those goals.

**Closing Paragraph**

Your [cover letter closing](https://resumegenius.com/blog/cover-letter-help/how-to-end-a-cover-letter) is the call-to-action portion of your cover letter. Inform the hiring manager that you’d love to go in for an interview. Provide your email address or other contact information and tell them that you’ll reach out in a week if you don’t hear back. Thank them for spending their time reading your cover letter.

Sincerely,

Your Name