

YOUR COVER LETTER

GREETING

Your greeting is how you address your cover letter. My suggestions are:

Dear [Company] Hiring Team, or Dear Hiring Team,

If you have a contact person or know the name of the hiring manager, you may address the cover letter to them:

Dear Jane Smith,

BODY

1st Paragraph

Acknowledge the role you are applying for [exact title] and why you are applying.

Example:

I am writing in regards to the Team Leader-Customer Support position and am excited for an opportunity to join the [Company Name] Team. I have [#] years experience in the Customer Support industry and I am confident I can help contribute to the success of [Company Name].

2nd Paragraph

Check out the job description for specific key words to pull from and demonstrate your relatable experience. How have YOU specifically been successful in your current role?

Example: [Assuming the job description has an emphasis on Customer Satisfaction and multi tasking]

In my current role at [current Company Name], I have maintained a Customer Satisfaction score of 95% as an average score over the past 6 months and I do this by creating a connection with the customer as quickly as possible and sharing my intentions to get their questions or concerns resolved without having to be transferred or followed up with. We use 12+ systems frequently, so multi tasking is a skill I feel I have mastered in my time in my current position.

3rd Paragraph (Optional)

Want to stand out? Include why you want to work specifically for this company. Look up the website and find their Mission Statement or their Brand Values, what are they doing to give back?

Example:

I enjoy giving back in whatever ways I can, and one of those ways has been volunteering at [insert 1-2 examples]. I loved reading that {Company Name} gives back to the community by hosting local volunteer events each quarter. I would enjoy being part of the volunteer activities.

4th Paragraph (Optional)

I like to include a brief summary of me in a nutshell to allow some connection with the person screening my application.

Example:

When I'm not working, you can find me out on the slopes snowboarding, playing card or board games with my husband and our friends, or going on vacations and camping trips with our families. I love being outside with my two daughters, going on walks or playing at the park.

5th Paragraph

Example:

I'm confident I would be a great addition to the {Company Name} team with my many years working in a customer support focused role where I have been in the top 5% of the overall company for performance statistics and would love to bring that same drive to your team.

6th Paragraph

Sign off with confidence and a call to action

Example:

I look forward to hearing from you to learn more about {Company Name} and progress to the next step in this process.

SIGN OFF

Examples

Sincerely,

nichole harrop

Nichole Harrop

Warmly,

nichole harrop

Nichole Harrop

Respectfully,

nichole harrop

Nichole Harrop

How will your Cover Letter compliment your resume?

Same font | same color scheme | same header

Start creating and condense and fine tune after

Once you're in edit mode- reconstruct anything that doesn't exude confidence

~~I think I would be a good addition to the team~~

I am confident I would succeed in this role

Save your Cover Letter as "First Name Last Name Cover Letter" or "First Name-Company Name (so you don't get them mixed up

Format to fit your page with good spacing on top and bottom. Best practice is more space on the bottom if it's not a lengthy Cover Letter