Sample Cover Letter / Letter of Motivation

Format for address information:

> Your Contact Information
>
> Name
>
> Address
>
> City, State, Zip Code
>
> Phone Number
>
> Email Address
>
>
> Date
>
>
> Employer Contact Information (if you have it)
>
> Name
>
> Title
>
> Company
>
> Address
>
> City, State, Zip Code
>
>
> Salutation

Introduction / Greeting / Salutation:

> If you do not have a contact name, you can skip the salutation entirely. Or, you can use *Dear Hiring Manager*, *To Whom It May Concern*. Ideally, you will be able to address your cover letter to a specific person. Doing research can help you figure out who is the most appropriate person to receive the letter.
>
> If you do not know the gender of your contact, you can write out the person's full name, e.g., "Dear Cory Smith" or "Dear Jordan Parish."

Body of Cover Letter / First Paragraph:

> The first paragraph of your letter should include information on why you are writing. Mention the position you are applying for and where you found the job listing. Include the name of a mutual contact, if you have one.

Body of Cover Letter / Middle Paragraph:

> In this section you have to convince the reader, why they should invite you for an interview. Do not simply list your previous jobs and experiences. You have to connect your qualifications and previous work experiences with the requirements of the job opening. What are the main tasks of the new job? What have to you previously done in similar tasks? Write in short sentences that clearly prove that you have done these tasks or that you have the required qualifications.

Body of Cover Letter / Final Paragraph:

> Summarize why you are a great fit for the position in 1-2 short sentences. Finalize your cover letter by thanking the employer for considering you for the position. Include that you're looking forward to meeting them in person and that you can provide additional information about yourself, e.g. other documents.

Complimentary / Closing:

> End your application with "Respectfully yours," or "Kind regards,".
>
> Leave space for a handwritten signature
>
> Your name