

## INCLUDE THE SAME HEADER AS THE RESUME

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**\*This is an example and should not be used as your cover letter\***

Monday, September 16, 2019

**Christopher Strong, Human Resources Manager**

Not-for-profit Organization ABC

25 W 43<sup>rd</sup> Street, 19<sup>th</sup> floor

New York, NY 10036

Attn: Job #11211

Dear Christopher Strong, *It is best practice to include the name of an actual person working within HR or who is part of the hiring committee*

### **Paragraph 1 - YOUR Motivation**

- Focus on the reason why you have decided to apply for the position
- Include the title of the position and where you found the job posting ad

### **Paragraph 2 & 3 – Why you're a strong candidate**

- Highlight no more than 3 skills to support why you're a top candidate
- Briefly summarize the work you've accomplished that supports the chosen skills

### **Concluding paragraph**

Use your unique voice to conclude your cover letter such as last comments and an invitation to connect by phone or in person (i.e., the interview).

Sincerely,

*Christopher Strong*

Christopher Strong