**Cover Letter Template**

Date

Recipient Name

Title

Organization

Address

City, State, Zip Code

Dear Recipient Name:

(The Grab) Your opening paragraph is your introduction and presents the hiring manager/search committee with immediate, focused information regarding the position you are pursuing and a few core competencies that demonstrate your strength.

(The Hook) This section should define some examples of the work performed and results achieved. This paragraph should be connected to your resume. This does not mean you should copy verbatim what is in your resume, just cover key competencies that you feel define your success.

(The Research) Here demonstrate something you know about the organization that prompted you to write. This shows the reader that you did some preliminary research and understand the organization’s drivers and goals.

(The Close) In the closing paragraph briefly summarize what you offer and close with welcoming a meeting.

Sincerely,

Your Name

Phone

Email