# COVER LETTER 1-23-2020 LAYOUT

Joe Dirt

Software Engineer

Joe Dirt 123 Your Street Your City, State 12345 123,456,7890 Joe dirtillexample.com

#### Mrs. Hiring Manager

CEO, The Cool Company 123 Address Street Faketown, WI 12345

Dear Jane Doe.

I'm excited to submit my application for the Software Engineer position at the Cool Company I saw listed on your website.

With a B.S. in Computer Science and over 4 years of hands-on experience building programs. I'm confident that I'd be a strong addition to your team.

While working as a software engineer for Average-R-Us, I gained experience coding in C#, Java, Python, and R — all skills I'm confident would be useful at The Cool Company which I recently read is expanding their Aerospace department.

I've demonstrated the ability to hit deadlines, maintain strong attention to detail, and lead tech teams when required. I'm confident my skills will be put to good use at The Cool Company, and I look forward to speaking with you further about the Software Engineer position.

I've also attached a resume that further explains my relevant skill set and experience.

Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

Joe Dirt.

# **Contact Details**

Your cover letter intro should include your name, official email, phone number, and perhaps LinkedIn profile

### The Salutation

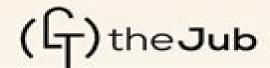
It's always courteous to greet the hiring manager with an appropriate title

# The Body

The body is where the bulk of the content lives. Try to convince the hiring manager why you are the best fit for the job

# The Closing

Formally close out the letter





# **Cover Letter Review**

## **Albert Shaw**



#### Decoding Cover Letter Review: Revealing the Captivating Potential of Verbal Expression

In an era characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its capability to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "Cover Letter Review," a mesmerizing literary creation penned with a celebrated wordsmith, readers attempt an enlightening odyssey, unraveling the intricate significance of language and its enduring affect our lives. In this appraisal, we shall explore the book is central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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