

COVER LETTER LAYOUT

Joe
Dirt

Software Engineer

Joe Dirt
123 Your Street
Your City, State 12345
123.456.7890
joe_dirt@example.com

01-23-2020

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-U's, 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

**William Gerin, Christine Kapelewski
Kinkade, Niki L. Page, SAGE
Publications, Inc.**

Cover Letter Review:

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Complete "Identify Details" Highlight/underline the events of each stage of photosynthesis. Answer questions 1-8.