Kelli Kline

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DATE

Name

Title

Company

Address

City, Province, Postal Code

RE: Job posting #

Dear [Name],

[Opening sentence]. Your recent advertisement in the [newspaper/LinkedIn] on [date] for a [title] sparked my interest in [industry/company]. [OR] It was with great interest that I read your posting on the [website] on [date] for the position of [title]. [Research sentence. This shows that you’ve made the effort to learn something about the company or organization.]

[Hard Skills Paragraph. 5-8 lines about fit in terms of the ad. Pull one brief fact from your resume.] [In addition, mention something unique about you.] I bring [added value].

[Soft Skills Paragraph. 3-5 lines about your management, teamwork, personal characteristics as they apply to the job.]

[Closing Paragraph] – [Active Close]. Thank you. I will call you next Friday to discuss my qualifications further/answer any questions you may have/see if a meeting is possible.

Sincerely,

Name