**Name**

Phone / Email / LinkedIn / Github

Date You are Submitting Application

Job Title (Job ID# if provided)

Company Name  
Company Address

Dear FirstName LastName (or Human Resources),

**Paragraph 1** – Introduce yourself, name the company and position, and how you learned of the job opportunity. Provide brief details about your background (degree and top skills you are bringing to the position).

**Paragraph 2** – Address technical skills directly from the job description and give an example of how you have them and relate it back to the job. Address soft skills directly from the job description and provide an example of how you have them and relate it back to the job.

**Paragraph 3** – Dig deep and find a connection with the company. Write a small paragraph about one reason you really want to work there. Make it specific and choose a reason you found through research on the company (ex. mission statement, company values, a new product or project they are working on, charity involvement, an interesting news article you found, etc.).

**Paragraph 4** – Thank them for considering your application and mention you would appreciate the opportunity to discuss the position further in an interview.

Sincerely,

Your Name