

RESUME COVER LETTER

Applicant Information

Full Legal Name: _____

Street Address: _____

Unit Number (if applicable): _____

City: _____

State: _____

Zip Code: _____

Phone Number: _____

Email Address: _____

Do you want to add another applicant? Yes No

Second Applicant's Full Legal Name: _____

Second Applicant's Street Address: _____

Second Applicant's Unit Number (if applicable): _____

Second Applicant's City: _____

Second Applicant's State: _____

Second Applicant's Zip Code: _____

Second Applicant's Phone Number: _____

Second Applicant's Email Address: _____

Date: _____ day of _____, 20 _____

Recipient Information

Who should the cover letter be addressed to? _____

Recipient's Job Title: _____

Name of the company or organization: _____

Company's Street Address: _____

Company's Unit Number (if applicable): _____

Company's City: _____

Company's State: _____

Company's Zip Code: _____

Do you want to add another recipient? Yes No

Second Recipient's Name: _____

Second Recipient's Job Title: _____

Do you want to add a third recipient? Yes No

Third Recipient's Name: _____

Third Recipient's Job Title: _____

Salutation

How would you like to greet the recipient?

- Dear [Name]:
- To Whom It May Concern:
- Dear Hiring Manager:
- Dear [Department] Team:
- Greetings:
- Other: _____

Subject: Application for _____ **Position**

Opening Paragraph

What would you like to emphasize in your opening paragraph?

- Interest in the company
- Passion for the industry
- Referral or connection
- Alignment with company values
- Immediate availability
- Other: _____

Write your opening statement or introduction:

Relevant Experience

Which type(s) of experience do you want to highlight?

- Professional work experience
- Education

- Certifications or licenses
- Volunteer experience
- Internships
- Awards or honors
- Technical skills
- Soft skills
- Other: _____

Describe your most relevant experience for this position:

Key Skills and Competencies

Which key skills or competencies do you want to highlight?

- Leadership
- Project management
- Teamwork
- Communication
- Problem-solving
- Technical proficiency
- Customer service
- Sales/Business development
- Data analysis
- Creativity
- Adaptability
- Other: _____

Provide details or examples of how you have demonstrated these skills:

Educational Achievements

Would you like to highlight any educational achievements? Yes No

Describe your most relevant educational achievements:

Industry-Specific Expertise

Do you want to emphasize industry-specific expertise or knowledge? Yes No

Describe your industry-specific expertise:

Motivation for Application

What motivates you to apply for this position?

Company-Specific Mention

Would you like to mention something specific about the company or its values? Yes No

What would you like to mention about the company?

Referral Information

Were you referred to this position by someone? Yes No

Who referred you? _____

What is your relationship to the referral? _____

Diversity, Equity, or Inclusion Statement

Would you like to include a statement about diversity, equity, or inclusion? Yes No

Write your diversity, equity, or inclusion statement:

Availability and Logistics

Would you like to mention your availability to start? Yes No

Describe your availability to start: _____

Are you willing to relocate for this position? Yes No Not applicable Open to discussion

Are you interested in remote or hybrid work arrangements? Remote only Hybrid On-site only No preference

Would you like to mention your salary expectations? Yes No

What are your salary expectations? _____

Do you need to provide notice to your current employer? Yes No Not applicable

How long is your notice period? _____

References

Would you like to mention that references are available upon request? Yes No

Closing Statement

Write your closing statement:

Sign-off

How would you like to sign off?

- Sincerely,
- Best regards,
- Kind regards,
- Respectfully,
- Thank you,
- Other: _____

What name should appear in the signature line? _____

Supplemental Information

Would you like to include any supplemental information or comments? Yes No

Enter your supplemental information or comments:
