

# WRITE AN EFFECTIVE COVER LETTER

Sam Leonard  
Hiring Manager  
website.com  
123 Anywhere St, Any City, State  
hello@reallygreatsite.com

COMPANY  
DETAILS

Dr. Mr. Leonard,

SALUTATION

Your recent job posting on Indeed.com for an Instructional Designer caught my eye as it appeared to be a perfect match for my experience, skills, and future potential.

REASON FOR  
WRITING

I can maintain the level of service, professionalism, and quality that your company possesses. The integrity of your brand speaks for itself.

GRAB THEIR  
ATTENTION  
WITH A POSITIVE  
STATEMENT  
ABOUT THEIR  
COMPANY

The job description states applicants should possess visualization, creativity, research, writing, and technology skills. I am all of these things and more. I am all these things and more. With over fifteen years of experience, I can communicate with stakeholders to develop unbiased, creative, interactive, and effective learning materials.

PROVIDE YOUR  
SUITABILITY

My skills and accomplishments are detailed in the attached resume.

ATTACHED  
RESUME

If you agree that I have the qualities you are looking for in a candidate, please do not hesitate to contact me to arrange an interview.

CALL TO  
ACTION

Thank you very much for taking the time to review my application.

Thank you,

THANK THEM AND  
SIGN OFF

Danielle Someone  
Address  
Tel (968) 555- 4621  
Email:  
someone@somewhere.com

YOUR  
INFORMATION