

# AMELIA SMITH

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Date

(2 spaces)

Contact Name (Do your best to find the name of the hiring manager)

Title

Organization

Street Address

City/State/Zip

(2 spaces)

Dear Mr./Ms. Last Name:

## Opening Paragraph: (build a match)

Position you're applying for.

How you heard about the position.

Match key words from the job description with your education and experience.

Create interest/ Capture attention.

## Body Paragraph: (explain why you are best qualified)

Show your demonstrated qualities in relation to job duties/skills needed.

Evaluate job description and turn it into a T-Chart.

Turn a T-Chart list into sentence form:

Them	Me
Skills/qualities from job description	Your personal skills/qualities and experiences that align with what the employer is looking for in their employee

## Closing Paragraph: (thank them for this opportunity)

Examples:

“Enclosed is a copy of my resume that further outlines my experience.”

“Thank you for your time and consideration.”

“I look forward to hearing from you soon.”

(2 spaces)

Sincerely,

Full Name Typed Out (no handwritten signature)

**Reminders:** \*\*Each paragraph has a purpose

\*\*Save and send as a PDF

\*\*Each cover letter needs to be targeted for each job you apply for

**CBA Sample**

**Cover Letter**

JC 4/17/15