**JASON MURPHY**

REAL ESTATE PROFESSIONAL

Hiring Manager Full Name

Job Position

Company Name

Date

Dear Hiring Manager,

A cover letter is a one-page document that accompanies a job application, resume, or CV. The purpose of a cover letter is to introduce yourself to the potential employer and provide a summary of your qualifications and experience that make you a good fit for the position you are applying for.

The following are details that should be included in a cover letter:

1. Contact Information: Your cover letter should start with your contact information, including your name, address, phone number, and email address. It is also a good idea to include the name and contact information of the recipient of the cover letter.
2. Introduction: The first paragraph of your cover letter should introduce yourself and the position you are applying for. You should also mention how you learned about the job opening.
3. Body: The body of your cover letter should highlight your qualifications and experience that make you a good fit for the job. You should also provide specific examples of how your skills and experience match the requirements of the position.
4. Closing: In the closing paragraph, you should express your enthusiasm for the job and request an interview or meeting with the employer. You should also provide your contact information again and thank the employer for considering your application.
5. Signature: Finally, your cover letter should end with a professional closing, such as "Sincerely," and your signature.

Remember, your cover letter should be tailored to the specific job you are applying for and showcase your strengths and relevant experience.

Yours sincerely,

Jason Murphy

CONTACT

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