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| Receiver with solid fill 123-456-7890  Address Book with solid fill youremail@gmail.com  Home with solid fill Los Angeles, California  User with solid fill LinkedIn.com/username  January 2, 2025  **Noah Schumacher**  Recruitment Specialist  Name of Company  Location  City | **Alex Taylor**  PROFESSIONAL TITLE  Dear [Name of Recipient],  A cover letter allows you to professionally introduce yourself to a prospective employer. Your goal in writing your cover letter should be to encourage the employer to read your resume and consider you for a specific position. Explain why you are applying for this specific role and then focus on the 5 key skills that the employer is looking for that you can demonstrate aptitude in.  **Checkmark with solid fill Curriculum Development** Show undeniable evidence that you have this skill by stating how many years of experience you have in this skill or by using an example of how you displayed this skill.  **Checkmark with solid fill Curriculum Development** Show undeniable evidence that you have this skill by stating how many years of experience you have in this skill or by using an example of how you displayed this skill.  **Checkmark with solid fill Curriculum Development** Show undeniable evidence that you have this skill by stating how many years of experience you have in this skill or by using an example of how you displayed this skill.  **Checkmark with solid fill Curriculum Development** Show undeniable evidence that you have this skill by stating how many years of experience you have in this skill or by using an example of how you displayed this skill.  **Checkmark with solid fill Curriculum Development** Show undeniable evidence that you have this skill by stating how many years of experience you have in this skill or by using an example of how you displayed this skill.  You should maintain a professional air throughout the copy; however, an exceedingly formal tone may turn off those who read it. Remember to also show genuine enthusiasm for the job. Steer away from highly personal information and questions about the position. This includes talking about salary expectations and company benefits. Instead, reserve such inquiries for the actual interview. Make sure you proofread your cover letter before sending it and that it is easy to read.  Best,  Your Full Name |