

# Cover Letter Format

**YOUR NAME**

**CONTACT DETAILS**



**COMPANY NAME  
AND ADDRESS**

**Date**



**GREETINGS HIRING PERSON'S NAME**

**OPEN : INTRODUCE YOURSELF**

**HOOK : INCLUDE PAST EXPERIENCES  
THAT ARE RELEVANT TO THE POTENTIAL  
JOB**

**SKILLS : INCLUDE ADDITIONAL SOFT,  
TECHNICAL, FUNCTIONAL EXPERTISE OB**

**CLOSE : RECAP YOUR INTERESTS FOR THE  
COMPANY AND INCLUDE A POSITIVE NOTE  
WITH YOUR CONTACT INFORMATION.**

**ENDING WITH  
SINCERELY,  
YOUR NAME.**