**Cover Letter Template**

[Your Address Here]

[Your Address Here]

[Your Address Here]

[Phone: 555-555-555555]

[Email: abc@example.com]

Date [DD/MM/YYYY]

[Name of Receiver]

[Title of Receiver]

[Company Name]

[Company Address]

[Company Address]

[Company Address]

Salutation,

RE: [Job Description / Job Title]

**Opening paragraph:** *Here in this opening paragraph, you need to write few lines that will catch his/her attention for instance you can write here about the reference or talk about your skills that are needed by the. Make sure to use a specific job title.*

**Body paragraph:**  *This paragraph is all about your selling skills to sell yourself. You can explain few of your qualifications matching that job opening. Try to use language that matches the language used in job ad. Don’t forget to apply spell check feature of MS Word on your document before sending and proofreading is another tip that can make your cover letter perfect and appealing. Be confident to write about your skills and qualifications in concerned field.*

**Closing paragraph:**  *In this last paragraph of your cover letter, mention clearly that your resume is enclosed. Don’t hesitate to show your will that you would like to arrange an interview and tell when you will contact the employer. You are advised not to wait for employer to contact you.*

Yours Faithfully,

[Your name]