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| Tech T. Central  Talent coordinator | |
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| CONTACT Phone icon 210-555-5555  Email icon resumes@techtalentcentral.com  Globe icon www.linkedin.com/yourname | | | Hiring Manager’s FULL NAME  Hiring Manager’s TITLE  COMPANY  COMPANY STREET ADDRESS  COMPANY CITY, STATE, and ZIP | | |
| Dear Hiring Manager’s First Name, The purpose of your customized (not generic) cover letter is to help the person reading it get a sense of who you are beyond your resume.  Don’t just make it a remix of your resume highlights.  This is your chance to present your case (persuasively) on why they should want to talk to you about filling this role!  If you have been referred to the job through a current employee, be sure to mention them in the opening sentences of this letter.  A connection within most companies goes a long way to getting your resume to the top of the review process.  The main content of your letter should communicate three main points to the reader:  1)  1. You are interested in this role/their company and think you would be a good fit for it (duh).  2). 2. You have the skills/experience/capabilities/qualifications to do the specific job that you're applying for with the company.  For real, don’t waste your time or theirs if you’re not able to make a \* reasonable \* connection between your capabilities to the role’s responsibilities.    3. That you will add value to their team or company in this role and that you have added value in a similar way on other projects or in other roles with your experience.  Whenever possible, be specific with real metrics or results of your performance.    Be sure to thank the reader for their time and attention to your cover letter / resume / candidacy for their position.  Let them know how to connect with you and the best time to do if they have any questions or would like to start a conversation.  Sincerely,  [Your Name] | | | | | |