

**YOUR NAME**

Address | Telephone | Email

**Date**

Recipient  
Title  
Company  
Street Address  
City, ST ZIP Code

**Dear Recipient:**

To get started right away, just tap any placeholder text (such as this) and start typing.

Wondering what to include in your cover letter? It's a good idea to include key points about why you're a great fit for the company and the best choice for the specific job. Of course, don't forget to ask for the interview—but keep it brief! A cover letter shouldn't read like a novel, no matter how great a plot you've got.

Sincerely,

**Your Name**