


Contact information, font, and formatting should match that of your resume for consistency and branding.




Po Box 0000 Boiling Springs, NC.36 75h my skills aligned with the role, and that I would

My studies at Gardner-Webb University revolved around accounting to hone my skills in asset management and tax review. This experience made me an excellent addition to the Sample Company. At Gardner-Webb, I developed strong leadership skills as a member of the Management Accountants. In addition, my internship at the Sample Company last summer provided an excellent opportunity to grow in my field and gain a better understanding.



In reviewing your company mission statement, I recognized that your client needs fits well with my values. I am passionate about giving back to the community and supporting local causes.

I believe my experience and track record in accounting included my resume and references



Include Address Block with contact information for a formal letter. If you do not know the direct person, indicate Human Resources and "To Whom It My Concern"


1<sup>st</sup> Paragraph focus on introduction and specific position of interest



2<sup>nd</sup> and 3<sup>rd</sup> paragraphs focus on examples of skills/ experience in resume or other example. Use job description to guide your examples.


my qualification as well as the requirements for this position. You may reach me at 704-406-0000 or [wbulldog@gmail.com](mailto:wbulldog@gmail.com). I appreciate your consideration!

Sincerely,



Closing paragraph should recap why you are a good fit and provide contact information again.

Mack T. Bulldog



Cover Letter should be no longer than 1 page.