

A Resume Cover Letter is a doc you send with your resume when applying for a job. It's a way to introduce yourself to the hiring manager and provide some extra info about your work experience that might not be in the actual resume. A good cover letter should be specific to the job you're applying for and highlight your most relevant qualifications and achievements. It's also a chance to show off your writing skills and let the hiring manager know you're serious about the opportunity.

## **Why do I need a resume cover letter?**

If you want a chance to stand out from the competition, you need a resume cover letter. With so many people applying for the same job, a cover letter is a way to show the hiring manager you're the best person for the position. It's also a chance to demonstrate your writing skills and show you're serious about the opportunity. Plus, it can help you highlight your most relevant qualifications and achievements and explain why you're a good fit for the company's culture and values.

## **When should I use attached cover letter to my resume?**

It's usually a good idea to include one with your job application, unless the job posting specifically says not to. Even if it's not required, it can still be a good idea to send one because it can help you stand out from other applicants and show your enthusiasm for the opportunity. So if you're not sure whether to include a cover letter, it's probably best to go ahead and include one. Just make sure to customize it to the specific job you're applying for and make it as relevant and targeted as possible.

## How do I write a resume cover letter?

There are a few key things to include:

- Start with an intro that explains who you are and why you're writing.
- Address the letter to a specific person (if you can find their name), rather than using a generic greeting like "To Whom It May Concern."
- In the body, explain your qualifications and how they match the job requirements.
- Be specific and give examples of your skills and experience to show how you'd be an asset to the company.
- End the letter by thanking the hiring manager for considering your application and expressing your interest in the opportunity.

Other tips: keep it concise (one page max) and to the point, leave plenty of white space to make it easy to read, and optionally, use bullet points or numbered lists to highlight key points or achievements. Proofread for spelling and grammar errors because a well-written, error-free letter will give the hiring manager a good impression of your attention to detail and professionalism.

## What is a resume cover letter template?

A resume cover letter template is pre-formatted text you can use as a starting point for your own cover letter. It includes placeholders for your name, address, and contact info, as well as the date and the boss's or hiring manager's name and address. The template also has sections for the body of the letter, like an intro, main body, and closing.

Resume cover letter templates can be useful for a few reasons.

They can save you time by giving you a basic structure for your cover letter, so you don't have to start from scratch. They can also help you make sure you include all the necessary info and use a professional and consistent format.

You can use the free template below to assist you in writing your resume cover letter. It's important to customize the template to the specific job you're applying for! Just filling in the blanks with your own info is not enough – you should tailor the letter to the specific requirements of the job and company. This will help you create a more effective and persuasive cover letter that's more likely to get noticed by whoever is doing the hiring.

## Free Resume Cover Letter Template

[Your Name]

[Your Address]

[Your City, State Zip]

[Your Phone Number]

[Your Email]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Employer's Company]

[Employer's Address]

[Employer's City, State Zip]

Dear [Recipient's Name],

I am thrilled to apply for the [Position] position at [Company] and join a company with such a respected reputation.

With my background in [Industry/Field] and experience in [Specific Skills/Responsibilities], I am confident in my

ability to excel in this role.

A review of my resume highlights my consistent track record of achieving impressive results in previous positions, including [Specific Accomplishment 1] and [Specific Accomplishment 2]. I am certain that my skills and accomplishments would make me a valuable asset to the [Company] team.

As you will see on my resume, I have consistently delivered results in my previous roles, including [Specific Accomplishment] and [Specific Accomplishment]. I am confident that my skills and achievements make me a valuable asset to your team.

In my current role at [Current Company], I have gained experience in [More Specific Skills/Responsibilities] and have received positive feedback from supervisors and colleagues for my [Specific Accomplishment 3]. I am eager to continue honing my skills and making a meaningful contribution to the dynamic and successful culture at [Company].

Thank you for considering my application. I am excited about the opportunity to join the [Company] team and believe that my skills and experience make me a strong fit for this position. If you have any questions about my resume, please feel free to reach out.

Sincerely,  
[Your Signature]  
[Your Name]

## **Sample Resume Cover Letter**

Xavier Goodman  
7532 Grapevine Dr  
New Orleans, LA 70118  
504-555-1414

xavierg@example.com

February 11, 2024

Dr. Brianna Kimm  
Chief Operating Officer  
Eco Solutions  
987 Innovation Way  
San Jose, CA 94105

Dear Dr. Brianna Kimm,

I am thrilled to apply for the Environmental Consultant position at Eco Solutions and join a company with such a respected reputation.

With my background in environmental science and experience in conducting sustainability audits, I am confident in my ability to excel in this role.

A review of my resume highlights my consistent track record of achieving impressive results in previous positions, including reducing carbon emissions by 31% at a manufacturing plant and successfully advocating for the passage of a local plastic ban. I am certain that my skills and accomplishments would make me a valuable asset to the Eco Solutions team.

In my current role at Green Earth Inc, I have gained experience in managing a team of scientists and leading environmental impact assessments, and have received positive feedback from supervisors and colleagues for my ability to consistently identify and solve complex sustainability issues. I am eager to continue honing my skills and making a meaningful contribution to the dynamic and successful culture at Eco Solutions.

Thank you for considering my application. I am excited about the opportunity to join the Eco Solutions team and believe that my skills and experience make me a strong fit for this position. If you have any questions about my resume, please feel free to reach out.

Sincerely,  
*Signature*  
Xavier Goodman