

Your Name

[Address, City, ST ZIP Code] | [Telephone] | [Email]

[Date]

[Recipient Name]

[Title]

[Company]

[Address]

[City, ST ZIP Code]

Dear [Recipient]:

If you're ready to write, just delete this tip text and go to it!

Or, if you want to customize the look of your letter, you can do that in almost no time...

On the Design tab of the ribbon, check out the Themes, Colors, and Fonts galleries to preview different looks from a variety of choices. Then just click to apply one you like.

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