

## **4-Sentence Cover Letter Sample**

***The cover letter (or introduction of any kind) has three goals:***

1. Explain why you've contacted the employer.
2. Provide insight on who you are and what you offer.
3. Show enthusiasm and interest in hearing (back) from the employer.

***Four sentence cover letter sample:***

Dear Name [be specific—you likely can find the person's actual name],

I'm writing to inquire about the opening for [insert job title here].

I offer [insert number of years] years of experience [insert your specialty here] and excellent [insert related skills that will help you perform the job here] skills, which should make me a strong candidate for this opening. The top portion of my attached resume also highlights my career profile and three significant accomplishments that are also in alignment with your position.

I'd welcome the opportunity to speak with you if you feel I'd be a strong candidate for this or other positions within your organization.

Thank you,  
Your Name