


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




## Mack T. Bulldog

Po Box 0000 Boiling Springs, NC 28017  
704-406-0000  
mbulldog@gmail.com

Date


Fred T. Employer  
Sample Company  
456 Employment Way  
Boiling Springs, NC 28017

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"



Dear Fred T. Employer,

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



I am writing to apply for the position of accountant at Sample Company. I am confident that my skills are well-aligned with the role, and that I would be an excellent fit for your organization.

My studies at Gardner-Webb University revolved around finance and accounting, allowing me to hone my skills in asset management and tax review. I believe my knowledge of finance would make me an excellent addition to the Sample Company workforce. During my time at Gardner-Webb, I developed strong leadership skills as a member of the Institute of Management Accountants. In addition, my internship with an accounting firm this past summer provided an excellent opportunity to grow in my financial literacy and tax policy understanding.




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

In reviewing your company mission statement, I recognize that your focus on personal attention to client needs fits well with my values of initiative and interpersonal relationships. I also am passionate about giving back to the community and appreciate how involved your organization is with supporting local causes.

I believe my experience and track record make me an excellent fit for this opportunity. I have included my resume and references for consideration. Please feel free to contact me to discuss 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!

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



Sincerely,

Mack T. Bulldog

Cover Letter should be no longer than 1 page.

