

YOUR NAME

Address | Telephone | Email

Date

Recipient (ideally a hiring manager, recruiter or strong influencer at company)

Title

Company

Street Address

City, ST ZIP Code

Dear Recipient:

I am pleased to confidentially submit this cover letter and resume for your open **Abc Def** position. After discussing this position and your company in detail with **Minnie Mouse, from the XYZ Department**, I believe I would be an exceptional fit for the innovative corporate culture and project-oriented department in the vacancy that she described to me. Update these sentences accordingly for your situation and the insider knowledge you were able to gain via networking.

Here's the secret to getting more interviews: it's not about you. The cover letter is about what you can do for them based on your networking conversations and the job advertisement. Ideally, you can get your hands on the official job description from your contact too. For instance, based on my discussions with Minnie and the job description she was able to share with me, I would be able to help your team from Day 1 by using my experience and talents to:

1. **Bold key area.** Describe in 1-2 sentences what you can do for them.
2. **Bold key area.** Can you include a testimonial from one of your referrals, a performance review or LinkedIn recommendation that corresponds to this key area here?
3. **Bold key area.** Showcase a result you had in a prior role or educational setting that matters here with proof by giving a metric that can be validated or have an impact on the business. Also, note how "justify" helped this letter look nicer and cleaner for the margins.

I would welcome the opportunity to discuss further my ability to positively impact your company and succeed in your open **Abc Def** position in an interview. I can be contacted at the above email or phone number to set something up. Thank you for your time.

Sincerely,

Your Name