Y O U R N A M E

C O N T A C T

P R O F E S S I O N A L T I T L E

0422 333 444

yourmail@outlook.com

123 Sydney, 2000

Hiring Manager Name

Job Position

Company Name

September 16, 2021

DEAR MR. HIRING MANAGER,

What can make your letter stand out from others? Here are some suggestions on how to create an amazing one today: Include stories about what really makes YOU tick; show off who you truly are beyond just a resume or list of skills. Tell them why they should hire YOU specifically—what sets yourself apart from other candidates in their pool? Showcase your personality through anecdotes that convey passion as well as talent.

If you’re looking for a job, take the time to research what employers are currently asking and how your skills can help them. In order to stand out from other applicants, it is important that your cover letter shows understanding of their needs without being too generic or cookie-cutter in nature. One way of doing this is by writing an explanatory pain letter where you demonstrate knowledge about certain challenges they may be struggling with as well as why hiring someone like yourself would benefit them greatly.

Taking some extra time on crafting an individualized message goes much further than sending off hundreds of copies of email messages which all say pretty much the same thing!

Sincerely,

Your Name

Your Name

linkedin.com/in/username