**FirstName LastName**

City, State, Zip

Phone: 000.000.0000 ▪ Email: fake@email.com ▪ LinkedIn: www.linkedin.com/in/fakeurl

*(Some of the content within this cover letter template are bolded and highlighted to help guide you and prompt you to enter the right information. Please do not forget to remove all highlights and bolded fonts before submitting to an employer, including this section. If you are not currently working, talk about what you have been up to such as attending school, volunteering, or caring for loved ones. Talk about your current goals and what you are doing to achieve those goals. For the last paragraph, you can think of a challenge you faced in the classroom, volunteering, etc. I would not recommend getting too persona unless it is a personal story that is incredibly relevant to the job you are applying for.* ***See example below.*** *If you cannot think of a challenge that would be a good example, I suggest saying I offer the following skills that are required of the XYZ position and bullet them out.)*

***Example of stay-at-home mom returning to the workforce:***

*Over the past several years, I have dedicated my time to my family and community, volunteering at a local soup kitchen, in the classroom, and extracurricular programming. Prior to exclusively focusing on raising my children, I worked as a Process Technician at Aallied Die Casting, Inc and Ultrasonic Testing Inspector for Mc Cook Metals, Inc. My analytical mindset, research skills, and intellectual curiosity have carried with me beyond these work experiences. I still enjoy reading books on a range of scientific topics as well as conducting internet research to stay abreast of industry advancements and discoveries.*

*A few years ago, I leveraged my skills to help and support a family member diagnosed with cancer. Although the cancer was cured through radiation treatment, he became severely anemic and the condition was progressing. His treatments were causing radiation burns but was advised by physicians to continue with the treatment. Due to my willingness to find answers combined with my zeal for problem solving, I built upon my previous knowledge by studying the topic of radiation further. From past notes, I discovered that during the Chernobyl disaster, a Russian Physicist gave spirulina to women and children to help release the radiation from their tissues. This saved many lives. Spirulina is a super food that cleans tissues and can be found at any health food store. I found a suitable dosage and this family member was open to trying it. The results were life changing and he became well. This was one of many problems I solved while I was a stay-at-home mom.*

**Month Day, 2019**

Dear **Hiring Manager**;

I am currently seeking to apply for the **Position Name** at **Company Name**. While exploring new career opportunities, I have become increasingly interested in your organizationdue to **list one to two specific things that you like about the company or job.** I believe my proven success in **doing what?, doing what?,** and **doing what?** would make me a valuable addition to your team.

I current work as **XYZ** at **XYZ Company** where I am responsible for **doing xyz.** I have played an instrumental role is achieving **what?** As a result, I am confident that my **colleagues**, **clients**, and **vendor partners** (example) would describe me as adjective and adjective problem solver who always **does what**? As a look ahead, I am focused on/excited about **what?**

I have faced and overcome many professional challenges that has left a long-lasting impact. For example, **What the biggest professional challenge you faced over the past couple years? What was at stake? What was your strategy to be successful? Who did you work with (if applicable)? What was your role in here (leader, contributor, facilitator, subject matter expert)? What was the result of your efforts?**

Thank you again for your time in reviewing my resume and cover letter. To discuss my skills, professional experiences, and career accomplishments further, you may contact me at xxx-xxx-xxxx or email.

Sincerely,