



A "T-Format" Cover Letter Template

Dear _____:

I am responding to your job entitled " _____ " (Reference # _____) which I found in _____. I have extensive experience in _____ and have included a copy of my resume for your review.

Below is a comparison of your job requirements and my qualifications:

<u>Your Job Requirements</u>	<u>My Qualifications</u>
_____	•
_____	•
_____	•
_____	•

I would welcome the opportunity to discuss your job requirements and my qualifications with you. I will contact you in a couple of days to follow up. Thank you in advance for your consideration.

Sincerely,

[Your Name]