

# STANDARD NAMED COVER LETTER

[APPLICANT NAME] [YOUR CITY AND STATE] [YOUR PHONE NUMBER] · [YOUR EMAIL ADDRESS]

Mx. [COMPANY NAME] [COMPANY CITY], [STATE]

Dear Mx. ,

I am writing to express my interest in the [JOB TITLE] position at [COMPANY NAME], which I learned about through [HOW DID YOU HEAR ABOUT THIS]. With 5 years of focused experience in [YOUR CORE FIELD OR EXPERTISE ONE], I am confident in my ability to make an immediate and meaningful contribution to your team.

In my current role as [YOUR CURRENT OR MOST RECENT JOB] at [YOUR CURRENT OR MOST RECENT EMPLOYER], [TOP ACCOMPLISHMENT IDEALLY WITH A METRIC] My core strengths include [3 5 KEY SKILLS ALIGNED WITH] — capabilities that map directly to the qualifications described in your posting.

[WHY DO YOU WANT TO WORK]

I would welcome the opportunity to discuss how my background can contribute to [COMPANY NAME]'s goals, Mx. . I am available at your convenience and can be reached at [YOUR PHONE NUMBER] or [YOUR EMAIL ADDRESS]. Thank you for your time and consideration.

Sincerely,

[APPLICANT NAME]

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PRINTED NAME

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SIGNATURE

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DATE

**Enclosures:** Resume

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## Compliance and Guidance Notes

*The following notices apply to your letter based on your jurisdiction(s) and elections. They do not appear in the finished letter delivered to the employer; they are for your reference.*

**Equal-opportunity guidance.** This template does not ask for and does not prompt disclosure of race, color, religion, national origin, sex, pregnancy, age, disability, genetic information, or family medical history. Federal anti-discrimination statutes (Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq.; the Age Discrimination in Employment Act, 29 U.S.C. §621 et seq.; the Americans with Disabilities Act, 42 U.S.C. §12101 et seq.; the Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.; and the Pregnancy Discrimination Act) protect applicants from discrimination based on these characteristics. Any voluntary disclosure you make is your choice alone.

**At-will employment.** Avoid language that could be construed as a binding durational commitment (e.g., promising to stay a minimum number of years). All U.S. states except Montana follow the at-will doctrine, and cover-letter language has in some cases been cited in wrongful-termination disputes.

**Accuracy.** All factual claims — degrees, job titles, years of experience, and metrics — must be accurate. Misrepresentation is grounds for rescission of an offer or termination after hire, and may be independently actionable as fraud under state law.

**Electronic signatures.** Under the federal ESIGN Act (15 U.S.C. §7001 et seq.) and the Uniform Electronic Transactions Act (UETA) as adopted in most states, digital signatures on employment-application documents are legally equivalent to handwritten signatures, provided the parties have agreed to transact electronically.

**No legal advice.** This template provides general information and document assembly, not legal advice. For questions about a specific employment situation, consult a licensed attorney in the relevant jurisdiction.