

SEND TO

To:

Estelle Darcy
Recruitment Specialist
Austen Tech
123 Anywhere St, Any City, ST 12345

From

Macquee Taylor
Graphic Designer

Date

August 4, 2025



Dear Ms. Darcy,

a cover letter allows you to professionally introduce yourself to a prospective employer. your goal in writing your cover letter should be to encourage the employer to read your resume and consider you for a specific position lorem. ehenditatur simi, is eumet unt officiate cum dolorectur, utesti optum in eati officipsum rehendum atus eventem odicte excearunt re lam alis rem hil int, optam quiam, niscid est, sitibus qui quibus est ollenitione alia nobis dolorrum a quaerae dolo

yes, you should maintain a professional air throughout the copy, however, an exceedingly formal tone may turn off those who read it. remember to also show genuine enthusiasm for the job. you can think of it this way: it's not a suit-and-tie event, but a smart casual gathering. steer away from highly udipsandae voluptas sant archillit maio. at officitempe prem disci tota dolupti berepraes as dolorest, quas volupta tionsequi cus. ictem reptin rem faccusdae volupta vitem. gitae es minvenda verepudis doluptist hitibeat ut volorum laborpore vero delitatiis alibust quis que voluta nonsediciumname cum

Sincerely,

Macquee Taylor
Graphic Designer

Macquee Taylor

Hello!
I'm Macquee
Taylor

Phone: +1-202-555-0175

Email: name.g.name@gmail.com

Address: 123 Anywhere St., Any City, ST 12345