



JONATHAN SANDERSON

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Address: 123 Street Name, Town/City, State

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

Dear Mr. Esther,

August 24, 2025

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 loremut in net quam, idendit laut lacerendebis sitatenimus, serchilliqui alit, niatur otatio voltu lorem

Highlight your achievements, skills, experiences, and training that are relevant to the position you want to get. However, avoid simply repeating the information you included in your resume. Tailor your cover letter to each employer and job. Since you are applying for specific roles, give specific examples and events that demonstrate your ability to perform well if given the position. Make sure you proofread your cover letter before sending it. There are various online tools that can help you catch minor grammatical or typographical errors.

Sincerely,

Jonathan Sanderson
Graphic Designer

Jonathan Sanderson

SEND TO

To: Mr. Esther Howard
Position in Company

Phone
+123-456-7890

Email
name.g.name@gmail.com

Address
123 Anywhere St., Any City, ST 12345

From: Ms. Jonathan Sanderson
Graphic Designer