

What to include in a cover letter

For remote roles, it can also be helpful to clearly communicate your location, time zone, and ability to work independently or remotely.

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What to Include in a Cover Letter

Cover letters should be tailored for each specific job you apply for, especially for remote roles where competition may be broader.

A complete cover letter should include:

- Your contact information including full name, city and state, phone number, and email address, followed by the date
- Hiring company's address including name, title, company name, and address if available
- Salutation or greeting addressed to a specific person or department whenever possible such as Hiring Manager or Hiring Committee

Your content should include:

- First paragraph stating the reason you are writing, the position you are applying for, and where you found the job listing.
 - Clearly state the position title and express enthusiasm while briefly introducing yourself
- Body paragraphs typically one to two paragraphs
 - Explain why you are interested in the employer
 - Describe how you are a strong fit for the position
 - Include something unique about yourself that would benefit the employer
 - Use keywords from the job description, especially those that reflect company culture
- Third paragraph (if used) highlighting two to three key qualifications with specific examples of your impact in previous roles
 - Closing paragraph reiterating your interest in the role, summarizing why you are a strong fit, and expressing your interest in an interview