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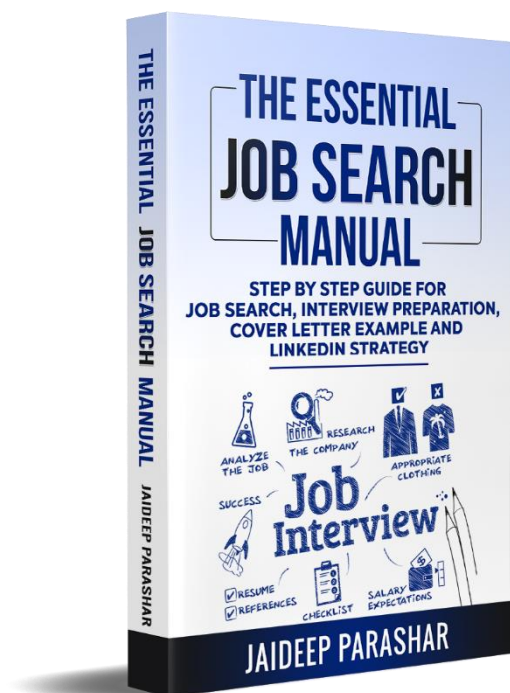
# COVER LETTER

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The Essential Job Search Manual



1. The following cover letter template has been designed to help the job seeker to make their own cover letter.
2. All the instructions have been mentioned in the cover letter itself, just follow the instructions.
3. This template is an internal part of the book "[The Essential Job Search Manual](#)".
4. Candidate must send their cover letter with their resume. Its shows your level of professionalism and dedication.
5. Proofread your cover letter before sending the cover letter.
6. Customize this template as per your requirements.



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*Date (mention date of application; e.g.; 26<sup>th</sup> August 2020)*

*Contact Name (mention name of the person)*

*Company Name & Address (mention name & address of the company)*

Dear *Mr. / Mrs. / Ms. XXX (mention the name)*

This is the paragraph to introduce your cover letter and build the rapport with the reader. Introduction paragraph should not be very lengthy.

This is the body paragraph to show case skill, experience as per the requirements of the company. Body paragraph can be up to 2 paragraphs.

This is the extension of the last paragraph to further explain your points. There is no ideal length of body paragraph but it should fulfill your purpose.

Closing paragraph is the ending part of the cover letter to tell the hiring manager for the action to call you for an interview. This is the right place to ask interview to check your resume.

Thank you for your time and consideration.

Best Regards,

**Your Name**

**Enclosure: Resume**

## Jaideep Parashar

Contact: +91 XX-XXXX-XXXX

E-Mail: youremail@gmail.com

5 September, 2020

Mr. John Robbins  
Example Company  
New York, USA

Dear Mr. John Robbins

I am writing to apply for the position of Life Coach & Chief Counsellor. My 12 years of research & experiences includes strategy designing, public speaking, public dealing and client relationships. I am an author of book "The Essential Job Search Manual" which specifically focuses on job seekers need and requirements.

While my resume is attached for your perusal, a list of accomplishments indicative of my experience includes:

- **Incisive acumen in** implementing solutions to customer needs with an aim to improve customer contentment.
- **Showcased excellence in** managing service functions and streamlining the working standards operating system for enhanced effectiveness and efficiency.
- **Extensive Counselling & 12 Years of research in the field of Business and Management** with an aim to be better every day.

I believe that my strong background in IT, combined with my extensive knowledge in **Business Analysis and Consulting**, makes me ideally suited for the Chief Counsellor role. I am highly organized and self-motivated, have excellent communication skills, and thrive in high-pressure environments.

I bring to your company my years of relevant study and my drive for results and positive outcomes. I am prepared for the next challenge in my career and look forward to hearing from you.

Thank you for your time and consideration.

Best Regards,  
**Jaideep Parashar**  
Enclosure: Resume