*Industry Cover Letter Template*

**Your Address Line 1**

**Your Address Line 2**

**Their Company/org**

**Their Address Line 1**

**Their Address Line 2**

**Dear Contact Name (preferred) or Title:**

**This is who I am and why I am writing. As this is a writing sample and my opportunity to introduce you to my CV/resume, I am going to use this paragraph to “wow” you into reading the rest of this letter and the rest of my materials. I will do this via a thesis statement and a couple of brief, informative, lines about myself, what I know about you, and why I believe we are a good fit. This may be a good time for me to mention a personal contact I know from your company and I have learned from him or her that makes me excited to work for you.**

**My CV/resume gives you my work history. In the next two paragraphs, I will go into detail about a few items found in these other documents, including the content, transferrable, and personal skills I would bring to your position. Naturally, these paragraphs will transition clearly and effectively and they will follow the general themes which I alluded to above.**

**Ditto.**

**In my last paragraph I will interestingly and briefly summarize the above information and will reiterate why we would be a good fit. I will then alert you to what I might do next (call to follow-up, for example), and/or I will tell you that I would appreciate the opportunity to discuss this with you further by way of an interview.**

**Sincerely.**

**My Name, Ph.D**