

Cover Letter

■ Applicant Information

Full Name		Phone	
Address			
Email		LinkedIn / Portfolio	

■ Recipient

Hiring Manager		Company	
Company Address			
Position Applied For		Job Reference No.	

Date : 20 / /

■ Letter Body

Dear _____ ,

Opening — State the position you are applying for and how you learned about it.

--

Body — Highlight two or three achievements that match the job requirements, with measurable results.

--

Closing — Express interest in an interview and thank the reader.

--

Sincerely,

Signature :

(서명 또는 인)

※ 회사명과 담당자 이름의 철자를 확인하고, 전체 분량은 A4 한 장을 넘기지 않도록 작성하십시오.