

# FERN SELESNICK CONSULTING

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Working Together To Reach Your Goals

## “Mix and Match” Cover Letter

*The “mix and match” contains carefully crafted statements you can use, move around, or delete as needed!*

Date

Employer’s Contact Information *We’ll include some tips!*

To the Hiring Manager, *We’ll include some tips!*

**Introduction:** *A “startup” paragraph to introduce yourself and why you’re writing. This section will require little editing-you’ll be able to use most of it after adding a specific job title, posting date, etc.*

**Mix and Match:** *This section will contain one or more paragraphs of interchangeable statements based on “the best of your resume”. You’ll be able to use, move, or delete statements based on what you think will be useful for an application. You’ll also have the option of adding new information at any time.*

**Positive Closing:** *A gracious way to end the letter. This section will require very little editing-you’ll be able to use most of it after ending on a positive note and perhaps using the employer’s name.*

Thank you.  
Sincerely,

Your Full Name