**Subject:** Your Name—Job Title

**Salutation**

**Message Body**  
The first paragraph of an email cover letter should reference the job you're applying for and where you found the job posting.

Use the second paragraph—and third if you need it—to detail what you have to offer the employer and to explain why you would be a great hire.

In the last paragraph of your message, thank the company for considering you for the job.

**Closing**

**Signature**