Cover Letter Template

Your Name
Street Address (optional)
City, State, Zip Code
Telephone number and Email address

Today’s date

Your addressee’s name
Professional title
Organization name
Mailing address
City, state and zip

Dear Mr. (or Ms.) last name:

Briefly say what job you are applying for, and how you heard about it. Mention something that you know about their company/organization, and why you are interested in the job.

The mid-section of your letter should be one or two short paragraphs that make RELEVANT points about your qualifications. (Refer to the job description!) Give examples of things you’ve done in the past that relate to the duties of the job you’re applying for. Reinforce your commitment to & interest in working at this job, in this field, or for this company. You may incorporate a column or bullet point format here.

Your last paragraph should initiate action by explaining what you will do next (e.g., call the employer) or ask the reader to contact you to set up an interview. Close by saying “thank you.”

Sincerely,

Your name