

SAMPLE COVER LETTER TEMPLATE

Your Street Address
City, State, Zip Code
Email Address
Phone Number

Month, Day, Year

Mr./Ms./Dr. First and Last Name of Receiver
Position or Title
Employer Organization's Name
Employer Street Address
City, State, and Zip Code

Dear Mr./Ms./Dr. Last Name of Receiver OR Hiring Manager:

Paragraph 1 (Introduction)

Tell the reader why you are writing (i.e. what position you are applying to or are interested in). You should state where you saw the position opening. Add summary line about what you are going to discuss in letter.

Paragraph 2 (Interest)

Explain why you are interested in the position. Include information you have gathered about the organization, and list important facts and details. Explain why you want to work for this company specifically and why you are a good fit by relating your knowledge, skills, and abilities to their organization.

Paragraph 3 (Work Experience)

Detail past work/volunteer experience and how the skills you have developed make you a good candidate for the position.

Paragraph 4 (Closing)

Thank the receiver for reviewing your resume and considering you for the position. Indicate you would appreciate an opportunity to discuss the position in further detail at a later date.

Sincerely,

Sign your name

Type your name here