*This is a sample cover letter. Feel free to make a copy of this sample and use it to create your own cover letter. Add and delete content as needed. You also want to make the cover letter personal to you and your experiences. Delete these instructions and tips as well. Use the same heading as your resume.*

Date

Name of Person & Title

Company/Organization

Street Address

City, State, Zip Code

Dear (Address to Hiring Manager/specific person when possible),

The first paragraph should state that you are excited to explore [name of position with name of company]. If you are still a student, you can state your major and school you attend.  You should highlight your experiences/values/skills, where you found the job posting, and why you want to apply for the job.  You can also highlight something (values, goals, mission statement, etc.) about the company/organization and why you are interested in working there or any current relevant experience.

The second paragraph is where you can go into more detail about your experiences, skills, and how they relate to the position you are applying. Describe your previous job or school experiences/activities, skills, and abilities. You want to connect these experiences to the job you are applying, explaining how these things prepared you for this role. Consult the job description to see how you can relate your experiences to the words and phrases from the job description. This paragraph should show what you will bring to the job and company and why you are a good fit for the company. Discuss your interest in growing your experience and professionalism and how this role would do that. You can also research the company to help you talk about how you fit into their culture, values, or current goals.

The final paragraph should be two-four sentences that summarizes you and why you are a good candidate. Highlight any other skills you want to make sure they know about you. Summary of your skills, contributions, qualities to this new role. Acknowledge again the skills you can learn in this new opportunity or your interest in the company. Express your availability for an interview or that you can provide more information if need be. Thank them again for their time and consideration of your application.

Sincerely,

Your Name