[Your contact information]

**Name**

Street address, city, state, zip code

Phone number | Email address

[Date]

[Employer contact information]

Name

Title

Company

Street address, city, state, zip code

[Salutation]

Dear Mr./Ms. [last name],

[First paragraph]

The first paragraph of your letter should say why you are writing. Mention the position you are applying for. Include the name of a mutual contact, if you have one. Be clear and brief regarding your request. Your goal in the first paragraph is to convince the reader that they should give you the interview or appointment you are asking for.

[Middle paragraphs]

The next section of your cover letter should describe what you have to offer the employer. Show connections between your abilities and the employer’s needs.

You can use several shorter paragraphs or bullet points rather than one large block of text so that your letter is easy to read.

● If you use several paragraphs, try to add new information instead of repeating what you already.

● Support your statements with examples if possible.

[Final paragraph]

Conclude your cover letter by thanking the employer for considering you for the position. Include some information about why you like the company. Mention that you look forward to hearing from them and talking more about the position.

[Choose any one of these]

Sincerely/Kind regards/With best wishes

[Space for your signature here]

[Your typed name]