**Your Name**

Your phone number | your email address | City, State

Today’s date

Contact person’s name (if available)

Organization Name

Specific Department (if applicable)

Street Address

City, State Zip code

Dear [Contact Person’s full name **OR** “Dear Hiring Manager”],

Introductionsentence that provides an enthusiastic reference to your interest in the position. For a more personal or creative letter, you can add in a very brief (2-3 sentences) anecdote or explanation of why you’re interested in this particular employer or job or feel connected to their values—as long as you mention the position title and the specific employer someone in this 1st paragraph. Close with a clear statement of your qualifications that you’ll explain in more detail in the body paragraphs—be specific! A good cover letter explains why you’d be a good fit in the 1st paragraph.

Body Paragraph opening sentence introduces the experience or skills that are MOST relevant to the position that you’ll go into depth in this paragraph. The next sentence should include a specific example of your relevant experience or tell a story about an experience shows how you’ve used any of the skills listed in the job description. You can explain one type of skill or experience in depth or use the paragraph to give multiple examples of one type skill or experience. Closing sentence connects what you’ve done before with what you can provide in the future if hired.

Closing paragraph opening sentence summarize your qualifications and repeat your interest in the position. Optionally, you can include one more additional fact or expression of unique connection to the role or employer. Thank them for their time and consideration of your application.

Sincerely,

Your Name