[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer’s Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer’s Name],

***Opening Paragraph:***

Begin with a strong opening statement that introduces yourself and states the position you are applying for. Mention how you found out about the job (e.g., through a job board, a referral, the company's website).

***Middle Paragraph(s):***

This section is where you highlight your qualifications and how they match the job requirements. Discuss your education, relevant experiences, and skills. Use specific examples to demonstrate your achievements and how they are relevant to the position. Try to avoid restating everything that is on your resume.

***Additional Paragraph (if needed):***

If you have more relevant experiences or skills to discuss, add another paragraph. This could include volunteer work, extracurricular activities, or other projects that showcase your abilities.

***Closing Paragraph:***

Conclude your cover letter by reiterating your interest in the position and the company. Express your enthusiasm for the opportunity to further discuss how you can contribute. Thank the employer for their time and consideration.

Sincerely,

[Your Name]

**Cover Letter Tips & Tricks:**

* Research the Company: Tailor your cover letter to the company by mentioning specific aspects of the organization that appeal to you. You should alter each cover letter to fit the company which you are applying.
* Match the Job Description: Use keywords and phrases from the job description to highlight your relevant skills and experiences. Be sure to keep your highlighted skills relevant to the opening at hand.
* Be Concise: Keep your cover letter to one page, focusing on the most relevant information. Do not go over a page.
* Proofread: Ensure there are no typos or grammatical errors. A well-written cover letter reflects your attention to detail. Have other people in your life proof read your cover letter.
* Show Enthusiasm: Convey genuine interest and enthusiasm for the role and the company. Be yourself!