Sample Cover Letter

Date

Addressee
Organization title
Mailing address
City, state, zip code

Dear ,

The introductory paragraph should introduce yourself, indicate the position you are interested in and how you found out about the job.

The body of the letter should be approximately two to three paragraphs and highlight specific skills, experience, education, and accomplishments as they relate to the job. Choose the most relevant qualifications and be as specific as possible, even if the information is also contained in the resume.

The closing paragraph should express your desire to meet with the employer and indicate how, when and where you may be contacted to arrange for an interview. Offer to provide further information or answer questions if requested. Close by thanking the employer for his or her time and consideration in reviewing your paperwork.

Sincerely,

Your name