

# [Your Name]

[Address] | [City, ST ZIP Code] | [Telephone] | [Email]

**[Date]**

[Recipient Name]

[Title]

[Company]

[Address]

[City, State ZIP Code]

**Dear [Recipient]:**

Your cover letter will include a contact section, a salutation, information on why you are qualified for the job, a closing, and your signature.

**First Paragraph:** The first paragraph should include information on why you are writing. Mention the position you are applying for and where you saw the listing. Include the name of a contact, if you have one.

**Middle Paragraph:**

The next section of your cover letter should describe what you have to offer the employer. Make strong connections between your qualifications and the position requirements. Mention specifically how your skills and experience match the job you are applying for. Use several shorter paragraphs or a bulleted list of your qualifications rather than one large block of text.

**Final Paragraph:**

Conclude your cover letter by thanking the employer for considering you for the position. Include information on how you will follow-up, if you have enough contact information to do so.

Keep it brief! Your cover letter should be no more than 1 page.

**Sincerely,**

**[Your Name]**