

Here you are!

Cover Letter Template

Date

Dear Mr./Ms. Last Name (or Greetings),

First Paragraph

This paragraph is for you to document what position you are applying for and also where you found the job opening, if someone referred you, be sure to mention that here.

Middle Paragraph(s)

In the second paragraph, tell the reader why you should have this position, and what makes you different than every other applicant. Do not just copy and paste your resume! Though, you should tell them about any related experience, or work that corresponds with the job.

Final Paragraph

Thank the employer for their consideration here, and inform them as to how they can contact you for an interview.

Complimentary Close

Respectfully yours,

Signature

Typed Signature