# **Cover Letter Template**

**Your full name**

**Phone number, email, and LinkedIn**

Date

Name of person who is hiring

Title of the person who is hiring

Organization Name

Organization Address

Dear [First and Last Name],

**Opening paragraph:** With great enthusiasm I submit this application for [position title]. Add one to two sentences on why you are interested in the role.

**Second paragraph: You must tailor this paragraph to the position.** Write paragraph aligning your experience with the needs of the job description. It is ok to use volunteer experience if it aligns with the requirements. Use the wording the job description uses to increase the likelihood your letter will be interesting and relevant. Do not write about accomplishments that do not align with the job. Do not talk about your interest in “learning” from the job.

**Last paragraph:** Thank the reader for considering your qualifications and restate your enthusiasm for the position and working for the organization. Include a sentence that you are looking forward to discussing your qualifications in further detail.

Sincerely,

Your Name