# First Name Last Name

**Name, Address, Phone Number, Email Address, Etc.**

Tip: make this header the same as the header for your resume. It will make your documents match, look professional, and ensure your information is easy to find.

---

**Address Line:**      Dear (address to a specific person using full name and title or use the name of department area)

**Opening Paragraph**      Clearly State your purpose. Identify your interest, the specific position title, and how you heard about the position. This paragraph is an opportunity to evoke a strong emotion or interest in the position. Keep this first paragraph brief, strong and to the point. No more than four sentences.

**Middle Paragraph(s)**      Explain your interest in the employer, position, and type of work while highlighting your background and experience. Use this area to highlight something that might not be obvious on your resume. Target two to three skills and experiences from your resume that match what they employer is looking for and needs for the advertised position. This is also a good place to explain any gaps, large career moves, or career changes. This should be the largest part of your cover letter, can be one or two paragraphs, and should highlight the best of what you have to offer the role and employer. This section should make it clear why you are a good fit for this role and why the role is a good fit for you.

**Closing Paragraph**      Reiterate your interest and enthusiasm for the position and summarize how your skills can contribute to the organization. Refer to your attached resume or application materials. Make a strong statement about looking forward to an interview or discussing your skills and experiences in greater detail. Reiterating contact information or contact preferences is optional as your contact information is the header of this document.

**Closing Line**      Salutation (Sincerely, Respectfully, With Gratitude,)

**Signature**      Use the name you would like to be called and add any relevant education after your name. If you prefer to be called something other than your formal birthname like a professional nickname (ex: Annie for Annabelle), chosen name, etc. use this name here, then your last name, then academic credentials. Electronic signature is optional.

---