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**COVER LETTER SAMPLE TEMPLATE**

**FIRST NAME LAST NAME**

City, State, Zip Code| Phone Number| Email

Recipient First/ Last Name

Company Name

City/ State/ Zip Code

Phone Number

Email

Dear [Mr., Ms., Mrs., or Dr. Last Name]

[**OPENING PARAGRAPH** - Greeting/Introduction elaborate on qualifications and express your interest in the position]

[**MIDDLE PARAGRAPH**- Provide relevant, specific, and detailed experience with examples, be descriptive on your background in relation to specific job in which you are applying for. Give your reason why you are the ideal candidate for the company]

[**SECOND MIDDLE PARAGRAPH**- Explain why the company is right for you. What are the benefits, strengths of the company that will help enhance or expand the skills you possess]

[**CONTACT INFORMATION AND CLOSING PARAGRAPH**- Reiterate your qualifications, skills, and attributes to the company and/or position, end letter with a call to action, give reason for them to contact you]

Thank you for your consideration.

Sincerely,

[First and Last Name]