# First and Last Name

Contact Information

**Two spaces**

Today's Date (written as Month Day, Year)

Name of person you're addressing
Title of person you're addressing
Company
Mailing Address
City, State Zip

**Two spaces**

Dear Hiring Manager (use their name if you have access to it): ← Colon, not a comma

About Paragraph- Introduce yourself and name the position you're applying for and why you're interested in the position. If you were encouraged to apply for this position by someone that you met in a networking capacity, mention that in this paragraph. Describe why you are a great fit for the role using your unique combination of experiences, education, skills, and interest.

Because Paragraph- This is where you're going to use specific examples of skills you have and how you've applied them. You have the chance to expand on a few of the most important things from your resume and include elements you weren't able to include in the resume. **Highlight what you have to offer their organization.**

Close Paragraph- You can also think of this as the "confidence" paragraph. Restate your interest in the position, highlight that you are prepared to be successful, and leave the door open for follow up about next steps.

**Two spaces**

Sincerely,

*Handwritten Signature*

Typed first and last name

## Other Tips

- Limit your cover letter to one page
- Use an accessible, 10-12 point font (preferably the same font as the body of your resume)
- Choose depth- you don't need to get into everything that's on your resume, but you should elaborate on the most relevant experiences
- Organize your content in a way that's intuitive to follow. Make sure that paragraphs flow into each other naturally.