***Cover Letter Formatting Template***

**First Last**

[Email@platform.com](mailto:Email@platform.com) | 999-999-9999 | linkedin.com/in/customizedname

Date

Their Name

Title

Company

Address

Dear First & Last Name,

In your first paragraph, you will identify the position you are applying for and express your enthusiasm. Include why you are excited about this opportunity, the company, and how it aligns with your career goals. In this area, you can demonstrate that you’ve researched the company by mentioning something you connected with such as its mission statement and values. You will want to close out this paragraph by summarizing your strongest qualifications for the position.

Discuss your relevant experience highlighting specific qualifications and skills that make you the best candidate. To do this, provide specific examples from your experiences, such as evidence of your related work, extracurricular, academic experiences, accomplishments, and indicate how these experiences have prepared you for this position. Additionally, you can use this space to convince the employer that you have the personal qualities needed to succeed in the role.

If you feel like one paragraph is not enough space to highlight your relevant experiences, skills, and qualifications you can write a 3rd paragraph. However, remember you only have one page so you will need to make choices about what pieces of information are the most important to include.

Use this final paragraph to thank the employer for their time and consideration. You can also use this space to summarize your qualifications for the role.

Sincerely,

Your Name