Cover Letter Template

While each cover letter should be tailored to the specific position being applied for, there are some elements that should be included in all cover letters. Here is a general template you can use to ensure you include all necessary information in your next job application:

[Your name]
[Your phone number]
[Your email address]
[Optional: Your mailing address]

and third senten
excitement and g

[In the first sente
an overview of y
impressive achie
sentences. Wher

[In the first sente
your claim in the
educational expe

[Express your gr
Use the second a
hear from the co

[Closing stateme
[Signature]