

# Cover Letter Template

## **YOUR NAME**

Your address (street name and number)

Your address (city, state, and zip code)

Your phone number

[today's date]

## **NAME OF THE PERSON DOING THE HIRING (if known)**

Their title (ex. Manager, Human Resources Director)

The name of the company

The company's address (street name and number)

The company's address (city, state, and zip code)

Dear **NAME OF THE PERSON HIRING:** (ex: Ms. Jones, Mr. Smith)

(if you do not know his or her name, say "Dear Hiring Manager:")

I was excited to see your opening for **TITLE OF POSITION** in the **NAME OF PLACE YOU HEARD ABOUT THE JOB** and am interested in applying for the position.

Currently, I am a student at **NAME OF SCHOOL** and would be available to work **DAYS OF WEEK AND TIMES OF DAY.**

## **WRITE A SENTENCE OR TWO ABOUT WHY YOU WANT TO WORK AT THAT COMPANY.**

I believe my **PERSONALITY TRAIT (ex: cheerfulness, love of children)** and my **SKILL (ex: strong computer skills, experience with seniors)** would make me a valuable addition to the team.

I have attached my resume and can be reached at **YOUR PHONE NUMBER AND EMAIL ADDRESS.** I look forward to the opportunity to discuss how I can contribute to your team.

Thank you for your consideration.

Sincerely,

**[YOUR SIGNATURE]**

**YOUR NAME**