

Sample Cover Letter

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email

Date

Name
Title
Organization
Address
City, State, Zip Code

Dear Mr./Ms. Last Name:

First Paragraph: Why You Are Writing. Be clear and concise regarding your request.

Middle Paragraphs: What You Have to Offer. Convince the readers that they should grant the interview or appointment you requested in the first paragraph. Make connections between your abilities and their needs or your need for information and their ability to provide it.

Final Paragraph: How You Will Follow Up.

Your contact information and where you can be reached for more information. Thank them for their consideration

Sincerely,

Your Signature

Your Typed Name