[Month #, 20XX]

**Full name**

Street address, city, state, zip code

Phone number | Email address

Dear [Hiring manager],

**Opening:** The first paragraph of your letter should state why you are writing this cover letter. Name the position you are applying for and how you found out about the job. Talk about why you’re interested in joining this organization. Explain how you are an ideal fit for the job and team. Include the name of a mutual contact if you have one.

**Body:** The next section of your cover letter should describe your past achievements and what you have to offer the employer. Describe your education, work experience, and qualifications that are relevant to the position you are applying for. Give examples of specific projects that relate to the work and skills outlined in the job description

**Closing**: Conclude your cover letter by restating your interests. Thank the hiring manager for their consideration and time. Show an interest in following up with a meeting or phone call. End by stating you look forward to talking more about the position.

Sincerely,

[Name]