

# Cover Letter Template

## Professional Positions

14 Edith Avenue  
Anytown, MA 09876  
Date

Name of Person at Organization  
Title of Person  
Name of Organization  
Street Address  
City, State ZIP Code

Dear Ms./Mr./Mx./Dr. Last Name of Person:/Dear First Name Last Name:/Dear Hiring Manager:

In the first paragraph, state your interest in a particular position. If you have recently completed a degree program that is related to the position, mention it. State that your experience and skills are well matched to the position and/or organization. For example, you may want to explain how the mission of the organization is aligned with your values. If anyone referred you to the organization, the first paragraph is a good place to mention this connection.

In the second and perhaps third paragraph(s), state how the specific skills you possess match the needs of the position. Give the reader insights into your accomplishments. Illustrate your skills by giving brief, specific examples of instances where your work produced desirable results. Do not just state you are a team player, but rather (briefly) describe an example of that skill. You might mention how you successfully taught complex concepts to your students or increased membership in an organization as a result of your marketing strategies. It is important to write using the language of your profession and to demonstrate that you are both knowledgeable and current.

Express your interest in meeting with them. Avoid using the phrase “further discuss,” since you have not discussed the opportunity with the employer yet. Be positive in tone and indicate your genuine interest in the position. Thank the reader for their consideration of your application.

Sincerely,

Melanie Ambition

### Notes:

- Be sure to include a one-inch margin on all four sides.
- With the full block format, the paragraphs are not indented.
- You do not need to sign your letter if it is being submitted electronically.
- You do not need to include a formal heading if your cover letter is in the body of an email.