

## COVER LETTER SAMPLE

Date

Recipient (*Name of Contact for Employment*)

Title

Company

Street Address

City, ST, Zip Code

Dear Hiring Manager:

Please accept my enclosed application and resume for the (*insert position title/internship title/etc. here*) at (*insert Company's name*). *State why you think you would be a good fit for the position, such as skill sets, experience, etc. For example: "As a student at (name of High School), I have been in positions of leadership, such as being a part of my Student Government Association (SGA), and team captain of my athletics team. I have also volunteered at local animal shelters, and homeless shelters." Do not list everything on your resume. You are just providing a letter with a summary of information. You do not have to go into detail about every experience. Keep the letter brief.*

*Include information about yourself and how you think your positive qualities would make a good fit. For example, "These opportunities have expanded my leadership capabilities and enhanced my drive to help others."*

I would like the occasion to showcase my skills. I believe that I can exceed the expectations for this role. I look forward to connecting with you soon.

Sincerely,

E-Signature

Insert Name