**YOUR NAME**

Phone | Email | Location (City, State, ZIP)

Online Portfolio/Professional Website (Optional)

*\*This should mirror the contact information in your resume. A cover letter and resume are part of the same package of application materials—they should complement each other.*

[Date]

[Name of employer]   
[Mailing address of employer]

Dear [Hiring manager's name],

[Begin by introducing yourself and stating the position you're applying for. Follow this by briefly mentioning how you discovered the job opportunity and express your enthusiasm for the role. If applicable, mention any referral by a friend or colleague.]

[In the next paragraph, highlight the skills you developed through your academic courses, volunteer work, or extracurricular activities. Provide specific examples of these skills and explain how they can be valuable in the position you're applying for. Include any notable achievements or awards that showcase your potential contribution to the company.]

[In this paragraph, discuss why you believe you are a strong fit for the role. Reference any information you found on the company's website that resonates with your values or goals. Emphasize your eagerness to learn and grow within the role and your commitment to acquiring new skills that will benefit you and the company.]

[In your final paragraph, reiterate your enthusiasm for the position. Thank the employer for considering your application and politely request an opportunity to discuss your qualifications further in an interview. End with a positive note, expressing your anticipation of their response.]

**Sincerely,  
[Your Full Name]  
[Your Signature]**