**SAME HEADER FROM RESUME**

Date

Employer’s Name

Employer’s Title

Company

Address

Salutation:

Opening Paragraph – State what position you are applying for and the company name. Include where you found the position or if a connection to the company recommended that you apply.

Middle Paragraph(s) – This is where you get to connect your knowledge and experience to what the employer is looking for in the job description. Explain why you are interested in the specific company and type of position you’re applying for. You can mention things from your resume, but this should NOT be a restatement of your entire resume. Emphasize specific skills and abilities you have related to the job you’re applying for and go beyond the bullet points you mention on your resume. Be confident in making connections between what the employer is looking for and the skills you have to offer. You may add a second middle paragraph if you have more than one main skill to highlight. Remember that a cover letter is an example of your writing capabilities, so proofread!

Final Paragraph – This paragraph should be the shortest in your letter. Thank the employer for reviewing your application and reiterate your interest in the position.

Sincerely,

Your Name