**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 Hiring Manager:/Dear Hiring Committee:

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. Discuss what is drawing you to the organization/position. For example, you may want to explain how the mission of the organization is aligned with your values/interests. 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), explain how your experience and skills are well matched to the position. Review the position responsibilities and requirements, and address these in the letter. Give the reader insights into your accomplishments. Illustrate your skills by giving brief examples of instances where your work produced desirable results. 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:***

* *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.*