

General Cover Letter Template

Address

City, State, Zip Code

Date

Name

Title

Organization

Street Address

City, State, Zip Code

Dear [Contact Name]:

Opening Paragraph: State why you are writing by identifying the position you are applying for, how you heard about it, why you are interested in it, and how you are well-suited for the role and organization. If the position requires licensure and you're in the process of obtaining it, indicate your status here. In citing your motivation for applying, focus on what you can offer the organization versus what the opportunity or organization can offer you, unless you are directly asked that question (e.g. in a fellowship application).

Body (typically one or two): Connect the qualifications needed for the specific job and organization with your skills, interests, and experience. Do not restate your resume in paragraph form; elaborate on key points or share a success story that illustrates how you successfully carried out similar roles and responsibilities in the past. The objective is to convince the employer that you can effectively fulfill the role and meet the organization's needs and goals by highlighting "evidence" from the past.

Closing Paragraph: Reiterate your interest in the specific position and organization and enthusiasm for contributing to their mission. Request to meet with them to discuss this opportunity and your qualifications. Indicate how you can be contacted. Include other information that is requested or important to note, such as salary requirements or your availability to be contacted, if you plan to be out of town.

Sincerely,

[Your Name]