Cover Letter Example
Updated 11/6/2026

[FIRST AND LAST NAME]

[City, State ZIP Code] | [Phone Number] | [Professional Email Address]

[Date]

[Hiring Manager or Contact Person]
[Title]
[Organization]
[Street Address]
[City, State ZIP Code]

Dear [Hiring Manager's Name]:

"I am a student at [College Name] studying [program or area of interest], and I am excited to apply for the [Position Title] role at [Organization]. Through my coursework and experience, I have developed skills in [skill], [skill], and [skill] that I would be glad to bring to your team."

"In a recent [class project/job/volunteer role], I [describe what you did]. This helped me strengthen my [skill] and taught me how to [relevant result or lesson]. I would use this skill to [connect it to the job]."

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"Thank you for considering my application. I would welcome the opportunity to discuss how my skills, coursework, and experience could contribute to [Organization]. I appreciate your time and consideration."

Sincerely,

[Your First and Last Name]