**SAMPLE COVER LETTER FORMAT**

Your Name

Phone number(s)

Email Address

Date

Employer’s Name

Title

Company

Address

City, State, Zip Code

Dear Mr./Mrs. (Employer’s Last Name – or ‘Dear Hiring Manager or Dear Hiring Team’)

**Beginning:**

* Explain the position you are applying for and why you are attracted to working for this specific organization (compliment the organization!). Mention their purpose/mission or value statement.
* Start with a ‘you or your’ statement….as above, begin with ‘Your company….’, rather than ‘I am interested’ or ‘I am seeking…’.
* If someone referred you that are a mutual acquaintance, mention the name of that person here.

**Middle:**

* Describe how your strengths/gifting/skill set match the qualifications of the job and the overall organizational goals.
* Describe your passion and desire to impact by working in this position.
* Use some of the same terminology to address how you meet the traits/requirements stated by the employer in the job posting.

**Conclusion:**

* Make one last brief statement on how you are excited about possibly working with this organization.
* Thank the employer for taking the time to review your resume and consider you for the posted position.

Respectfully,

(Signature)