

C . G

Reminder: Times New Roman or Arial font
11 or 12 pt, single spaced, one page

Contact's Name
Contact's Title
Organization Name
Street Address
City, State Zip

Contact's name:

F - W T ?

State the intention of your cover letter by including the position you are applying for and how you learned about it. If you were referred by someone or have a contact within the company, state that as well. In a few sentences, tell the employer why you are interested in the position and in their organization. (Here is where you will do research about the company to talk about *h* you want to work for their organization). Avoid using exact wording from their website or job posting.

- W Y ?

Describe any *rele an: skills that you* have gained throughout your education and professional experience (You can choose to separate this into two paragraphs or k1tpeou&ann d l e p a



