

**SPAA WRITING & CAREER DEVELOPMENT CENTER  
COVER LETTER TEMPLATE**

Name

Address

Email

Phone number

Contact Name

Organization

Address

Email

Phone number

Date

Dear Name,

Paragraph about the position and why you'd be a perfect fit to meet the organization's mission.

Paragraph about your relevant skill set.

Paragraph about who you are.

Paragraph thanking them for their time. Your contact information. You'll follow up.

Sincerely,

Name