Dear Employer’s Full Name,

Introduction
- Identify the target position
- Communicate why you are interested in the organization
- Tell the organization why you are the best fit for the position

Body
- Pick 2-4 key skills or qualifications relevant to the role you are applying to
- Share a personal story that demonstrates the skills previously mentioned using the STAR method
  (S - Situation, T - Task, A - Action, R - Results)

Closing
- Indicate your availability at their convenience, contact information and any follow-up procedures

Sincerely,
Applicant’s Full Name

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**Cover Letter Formatting Checklist**

- ✔ Is it 3-4 paragraphs (Introduction, Body & Conclusion)?
- ✔ Is there enough white space without it looking too sparse?
- ✔ Did you check for grammar and spelling?
- ✔ Is it structured as a business letter?
- ✔ Did you use personal pronouns (I, me, my)?