**YOUR NAME**

City, ST | your.email@students.westerntc.edu | (555) 555-5555

Month Day, 20XX

Hiring Manager Name

Their Title or Department

Organization/Company Name

Street Address

City, State Zip Code

Dear FirstName LastName,

I am writing to apply for the [job title] position, which was advertised on [website name]. I am interested in working for [Company Name] because [insert something specific that you like about the company]. I would be a valuable member of your team because [I am experienced at / I excel at / I am passionate about] [insert 2-4 job responsibilities or parts of this particular job that are strengths for you].

In [Month 20xx], I completed my schooling in [Program Name] at Western Technical College. While in this program, I [worked on \_\_\_\_\_ / studied \_\_\_\_\_ / completed a project on \_\_\_\_\_ / etc.]. In addition, I have [#] years of experience in [top skill]. [Add a sentence with details here describing *how* you used that skill].

In my [career/education/internship], I have [insert descriptions of how you have used 2 additional skills *(examples: software skills, customer service, leadership, organization, etc.)* that they are looking for in the job description. Include results if possible].

For more information regarding my experience, please see the attached resume. I look forward to participating in an interview to discuss my qualifications regarding the [job title] position. Thank you for your time and consideration.

Sincerely,

FirstName LastName

*\*Your cover letter should be one page. Please remember to delete the suggestions in brackets throughout the document.*