[Month Date, Year]

[Team Name]

[Company Name]

[Address]

Dear \*\* Team:

First graph briefly introduces yourself, why you like the company and why you think you’re a good fit. Can start with: I am excited to apply for the […] position at […]

Second paragraph shares your previously experience and how it demonstrates the key skillsets that the position you apply for required/preferred

Reiterate the key skills that you have and how you will excel the duty of the position. It can end with: Thank you very much for your consideration. It will be an honor to be working with the team and learn from the best!

Sincerely,

[signature]

Name

[Contact](mailto:sliu191@students.kgi.edu) Info

\*Cover letter should also be one page and usually three paragraphs