How To Write a Cover Letter

Cover letters are left aligned with an almost MLA like formatting. You'll put your name and contact information first, then the date, then begin your letter with a letter greeting, "Dear ..."

When it comes to the actual content/meat of the letter it should be 3-4 paragraphs.

The first paragraph is your opening. Introduce yourself, express why your excited about the position/opportunity, and include why you're excited about the job and the company and how it lines up with your career goals. If you've been recommended by someone, or have personally met someone, that is within the company, or knows someone within the company, put this here as well.

The middle paragraphs should be about your experiences and skills; It essentially typing out the highlights from your resume. You're connecting your past experiences and skills/proficiencies with the job you are apply for. This is the pitch to show the people reading your letter/hiring for this position why you are the best candidate for this role. Make sure to include keywords from the position/application. This is your chance to hype yourself up!

The closing paragraph is used for explaining any gaps in your resume, sum up your qualifications for the role, and point toward to the future. Express your interest in continuing to the next stage of the hiring process!

End with a simple signature! Stick to the classics: "Sincerely," "Regards," "Best," "Thank you,"

There are some really great examples online but if you follow this format you'll have a great one!