Name: Da	ate:
Steps to Creating a Cover Letter	
Directions: Fill out the various parts of a cover letter with your information.	(Your address)
	(Tour address)
(Address of audience)	(Date)
( tauress of addictive)	
(Salutation) Dear:	
(Paragraph 1: If you are applying to a college or for a scholarship/award, stascholarship/award and briefly explain why you are the best choice. If you a position you are applying for and briefly note what makes you the best can where you learned about the position.)	re applying for a job, state what
(Paragraph 2: Describe in more detail what you will bring to this college or the scholarship/award. If you are applying for a job, describe what you will your qualifications and how those relate to the audience's needs.)	• •
(Paragraph 3: Describe your interest in what you are applying for. Show the value, why it is important, and how you meet their criteria.)	reader that you know what they
(Paragraph 4: Tell the reader to contact you if they need additional informat and/or email and the best time to reach you.)	tion. Provide your phone number
Sincerely,	

Your typed name

(Closing: Be sure to leave 2–3 line spaces between "Sincerely" and your typed name for your signature.)



