**COVER LETTER**

**YOUR NAME  
City, State**[**Email**](mailto:squtbuddin@ivytech.edu) **Address**

**JOB TITLE  
ORGANIZATION**

**Dear Hiring Committee,**

Paragraph 1

To complete this paragraph, consider answering the following questions:

1. How did you learn about the position and the organization?
2. What education are you currently pursuing or what education have you already completed?
3. Where are you currently working or where did you last work? Also, mention your job title.
4. Explain briefly how are you a good fit for the organization?
5. Explain briefly how are you a good fit for the role?

Paragraph 2

To complete this paragraph, consider answering the following questions:

1. Provide an overview of your jobs in a professional setting.
2. Provide an outline of all your volunteering efforts.
3. Provide a summary of your projects in an academic setting.

Paragraph 3

To complete this paragraph, consider answering the following questions:

1. Why are you passionate or enthusiastic about your field?
2. State your experiences in working with people from diverse cultures, backgrounds, and demographics.
3. Refer to your areas of strength
4. Mention your interests, activities, accomplishments, soft skills, and hard skills
5. Indicate proficiency in other areas that can provide value to the company or the role

Provide your Email ID and Phone Number for contact.

**Sincerely,  
Your Name**