FULL NAME

Street Address ⚫ City, State, Zip ⚫ (area code) phone # ⚫ e-mail address

**2 spaces**

Date (i.e. April 1, 2018)

**1 space**

Keri Isaac

Alpharetta High School

3595 Webb Bridge Rd.

Alpharetta, GA 30005

**1 space**

Dear Ms. Isaac:

**1 space**

**Opening Paragraph:** The first paragraph should be a short introduction to you in two to four sentences. You should identify that you are an Alpharetta High School student and indicate why you are writing (i.e. for an internship in \_\_\_\_\_\_\_\_ career area). This paragraph is the appropriate place to mention how you became interested in this field and what about this particular field is appealing to you.

**1 space**

**Second Paragraph:** The middle paragraph is the meat of the cover letter. This is the section in which you sell yourself and where you link your past experiences (classes, extracurricular, volunteer experiences, previous jobs, etc.) to your future performance. It is important not to simply repeat the information that you have on your resume, but to synthesize the information and introduce experiences and skills which make you qualified for the particular field for which you are applying. Sometimes this means going into detail about projects which gave you applicable experience but are not detailed enough on your resume to make that clear.

**1 space**

**Final Paragraph:** This part of the letter usually reiterates your enthusiasm and your interest in the field. End the letter thanking the person for their time and consideration.

**1 space**

Sincerely,

**4 spaces – Your signature goes here**

Joe Job Seeker