**College student cover letter template**

[Your first and last name]  
[Your phone number]  
[Your email address]  
[Optional: Your mailing address]

[Employer's name]  
[Employer's mailing address]  
[Subject: Job title application]

[The first sentence introduces you and states your name clearly. It lets the reader know which position you are applying to. In the second sentence, you can mention one of your strengths. Tell your reader about your education, what university you attend and in what year you expect to graduate if you have yet to graduate. Conclude the paragraph by expressing your interest and motivation for the job.]

[In the second paragraph, provide a description of your most relevant professional experiences like a summer job, internship or student exchange program. In the second and third sentences, explain the skills this experience allowed you to gain.]

[In the third paragraph, explain why you are qualified for the position. Mention your strengths and how it makes you a good fit for the job. You can refer to previous experiences if applicable.]

[The fourth paragraph is a closing paragraph. Use the first sentence to tell the employer you would love the opportunity to interview with them. If you enclosed a link to a portfolio, invite them to look at it in the second sentence. If not, mention that your resume is enclosed. Use the third sentence to express your gratitude and let the reader know you are looking forward to hearing from the company.]

[Closing statement],

[Signature]