

## Cover Letter Template

123 Seneca Street  
Apartment 4  
Ithaca, NY 14850  
607-257-0000  
ec1@cornell.edu

[date]

Jane Hamilton  
Recruiting Coordinator  
Yabba, Dabba & Doo, LLP  
100 Main Street  
Hartford, CT 06101

Dear Ms. Hamilton:

First paragraph

Second paragraph

Third paragraph

(Optional) Fourth paragraph

Sincerely,

*Ezra Cornell*

Ezra Cornell