
APA 7th Edition Cover Letter Example

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Today's Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am excited to apply for the [Job Title] position at [Company's Name], as advertised on [Job Advertisement Source]. With my background in [Your Field of Expertise] and [Another Field of Expertise or Skill], I am confident that I would make a valuable addition to your team.

At [Your Current or Previous Workplace or University], I have been responsible for [Describe a Key Responsibility or Achievement]. This experience, along with my [Key Skill or Attribute], would allow me to make a significant contribution to [Company's Name].

I am drawn to [Company's Name] because of its commitment to [Something You Admire About the Company], and I am excited about the prospect of contributing to this.

Thank you for considering my application. I look forward to the possibility of discussing my qualifications further.

Sincerely,

[Your Name]