Apa Cover Letter Format

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Today's Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Employer's Name],

[Introductory Paragraph: State why you are writing, name the position for which you are applying, and mention how you heard about the opening or organization.]

[Body Paragraph(s): Give some background about your education, experience, and qualifications. Tailor this section to the job you're applying for and highlight your most relevant skills and achievements.]

[Concluding Paragraph: Reiterate your interest in the position and the organization. Thank the employer for considering your application and suggesting a follow-up.]

Sincerely,

[Your Name]