



# COVER LETTER EXAMPLE

## HEADER

INCLUDES CONTACT  
INFORMATION AND  
THE DATE

Jane Doe

Springfield, IL 62704  
jane.doe@example.com  
(555) 123-4567  
janedoeportfolio.com

June 24, 2024

## SALUTATION

Dear Mr. Smith,

## INTRODUCTION

The vibrant and nurturing environment at Green Thumb Nursery immediately caught my attention. With a strong passion for horticulture and a proven track record of leadership and community involvement, I am excited about the opportunity to contribute to your team as a part-time Nursery Assistant.

## BODY

ONE TO TWO  
PARAGRAPHS THAT  
HIGHLIGHT YOUR MOST  
RELEVANT EXPERIENCE

As the president of my high school gardening club, I successfully led a team of students to create and maintain a thriving school garden. This role required a blend of organizational skills, teamwork, and a deep understanding of plant care. Additionally, my involvement in the Beta Club and as a Girl Scout has honed my ability to work collaboratively and commit to community service.

I am particularly impressed by Green Thumb Nursery's dedication to sustainable gardening practices, which aligns with my personal values and experiences. My background in gardening, combined with my enthusiasm for learning more about plant care and nursery operations, has prepared me to meet the challenges of this role and contribute to Green Thumb Nursery's ongoing success.

## CONCLUSION

I am eager to bring my unique background in horticulture and my passion for sustainable gardening to your team. Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of Green Thumb Nursery.

## SIGNATURE

Sincerely,

Jane Doe