STANDARD NAMED COVER LETTER

Alex Example 100 Example Road Example City, CA 202-555-0112 · alex@example.org

November 3, 2026

Jordan Lee Example Workplace Example City, NY

Dear Jordan Lee,

I am applying for the Program Associate position at Example Workplace.

My area of experience is program evaluation. My work experience includes the role of Field Assistant at Past Employer. I tested a new evaluation method.

My relevant skills include analysis and public communication.

Your research on access to education interests me.

My expected annual pay for this position is $50,000.00 to $65,000.00.

Thank you for considering my application. I can be reached at alex@example.org or 202-555-0112.

Sincerely,

Alex Example

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