# FFA Cover Letter Template

Cover letter template for FFA members applying for jobs, scholarships, or programs, with sections to introduce themselves, connect experience to the opportunity, and close politely.

Farm / unit: _____ Date: _____ By: _____

## Your contact details and date line

## Recipient name and title

## Opening line naming the opportunity

## Why you are interested

## Relevant FFA and SAE experience

## Skills that match the need

## Closing and thanks

## Signature and enclosures

**TIP** Tailor each letter to the specific opportunity and read it aloud once before you print the final copy.