

Your Name
Street Address
City, State Zip Code
Phone Number
Email Address

Date

Contact's Name (if known)
Contact's Job Title
Name of the Company
Company Street Address
City, State Zip Code

Dear Mr./Ms. _____:

First Paragraph: State the reason for writing. Name the specific position and company name for which you are applying. Mention how/where you learned of the opening.

Second Paragraph: Explain why you're interested in working for this employer and specify how you fit this position. Don't repeat the information on your resume. Include something special or unique about yourself that will benefit the employer. This is your chance to connect the dots from the job description to you, as a potential candidate for that position. Remember, the reader will consider this an example of your writing skills.

Third Paragraph: Mention that your resume is enclosed and indicate your desire to meet with the employer, and your flexibility to interview. Include a statement or question that will encourage the reader to respond. Be sure to communicate your plan to follow up. Finally, thank the employer for his/her time.

Sincerely,

Your name