

Your Name
Street Address
City, State Zip Code
Phone Number

Date

Individual's Name
Job Title
Name of Organization
Street Address
City, State Zip Code

Dear Mr./Ms. _____:

First Paragraph: State the reason for writing. Name the specific position or type of work for which you're applying. Mention how you learned of the opening.

Second Paragraph: Express why you are interested in the position, the organization, its products or services. Address each skill, either required or preferred, listed in the job description. Highlight experience or coursework directly related to the position. Tell the reader what you can bring to the company.

Third Paragraph: Refer the reader to the attached resume. Request an interview and indicate when you will be available to interview. Provide contact information on how they may get ahold of you. Close with appreciation for the reader's time and consideration.

Sincerely,

(Your Signature in blue or black ink)

Your typed name