

Your Name
Address
City, State Zip Code
Phone Number

Date

Name of Contact Person
Title
Organization
Street Address
City, State Zip Code

Dear (Contact Person),

Opening Paragraph

- Opening sentence that is catchy enough to make the reader want to read on.
- Might use a question that focuses on the need area of the employer.
- Name the position for which you are applying and say how you learned about it.
- Mention the name of the person (if any) who referred you to the organization and the opening. It helps if this is a person that the contact person is familiar with.

Body (Critical content section)

- Acknowledge the skills required by the open position.
- State your skills and strengths that relate to those needed to fill the position.
- Give examples of our skills and work experience or education—quantity of results, accomplishments, achievements—and how they will transfer to the job.

Final Paragraph (Request for personal contact)

- Refer to documents enclosed or available, such as your resume, reference letters, a reference sheet and writing samples.
- You may choose to be assertive by telling the contact person that you will contact him/her for an interview. If you do not wish to be so assertive, you can inform the contact person that you are available for a personal interview at his/her convenience.
- Make sure you let the contact person know how you can be reached. List one or two phone numbers and times of day when you can be reached. Although this information is often on your resume, it should be stated again.

Sincerely, (or Yours Truly, In Anticipation, Enthusiastically, etc.)

(Sign above your name)
Your Name Typed

Enclosures: Resume
Transcripts (list only those things—but everything—enclosed)