

Date

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

Mr./Ms. _____:

First Paragraph: State the reason for writing. Name the specific position or type of work for which you're applying (if this is for grad school, state the program). Mention how you learned of the opening.

Second Paragraph: Explain why you're interested in working for this employer (or attending the school and program) and specify how you're PERFECT for this position. Don't repeat the information on your resume. Include something special or unique about yourself that will benefit the employer. Use 2-3 experiences where you articulate how skills in your previous experiences apply to the tasks described in the job description. Remember, the reader will consider this an example of your writing skills, so have it proof read by at least 2 people.

Third Paragraph: Reiterate confidence in your qualifications for the position (specify the company and position title). Indicate your desire to meet with the employer and include your contact information, and some indication of best time to call, or simply advise them of your flexibility to the time and place. Include day and evening contact information if this applies to you. Include a statement that will encourage the reader to respond. Finally, thank the employer for his/her time.

Sincerely,

(Your Signature in blue or black ink)
Your typed name