

Current Date

Name of Person

Title or Position

Name of Company

Street Address

City, State, Zip

Dear Mr./Ms./Dr. _____,

(First Paragraph) State why you are writing, the name of the position for which you are applying, and how you heard of the opening. Mention by name any person you know who has a connection with the organization. To catch their attention, you also may begin with a summary of your assets that would qualify you for the position. Tell why you are particularly interested in the organization, location or type of work.

(Middle Paragraph(s)) Elaborate on your main qualifications, such as educational background, related work experience, professional involvement and leadership roles that relate to the position for which you are applying. Provide evidence and convince the employer that you have the personal qualities and motivation to perform well in the position. Refer the reader to your resume.

(Last Paragraph) Be assertive and request the next step in the employment process, such as asking for an interview or suggesting a time to meet. Make it easy for the person to contact you by listing phone numbers and times when you can be reached. Thank the reader for his/her time and consideration.

Sincerely,

YOUR SIGNATURE

Your name

Enclosure