

Your name
Address
City, State Zip

November 16, 2012

Mr. John Doe
Vice President
Energy Corporations
12 Main Street
Fair Haven, VT 05743

Dear Mr. John Doe,

First Paragraph: In your initial paragraph, state the reason for the letter, name the specific position or type of work for which you are applying, and indicate from which resource you learned of the opening.

Second Paragraph: Indicate why you are interested in the position, the company, its products or services – above all, what you can do for the employer. If you are a recent graduate, explain how your academic background makes you a qualified candidate for the position. If you have some practical work experience, point out your specific achievements or unique qualifications. Try not to repeat the same information the reader will find on the resume.

Third Paragraph: Refer the reader to the enclosed resume or application, which summarizes your qualifications, training, and experiences, or whatever media you may be using to present yourself. Indicate your desire for a personal interview and that you will be in touch soon to answer and questions about your application he/she might have. Include contact information (at least phone number and email).

Thank the employer for considering your application.

Sincerely,

Your Signature

Your name typed out

Your name
Address
City, State Zip

November 1, 2012

Mr. John Doe
Vice President
Energy Corporations
12 Main Street
Fair Haven, VT 05743

Dear Mr. John Doe,

First Paragraph: In your initial paragraph, state the reason for the letter, name the specific position or type of work for which you are applying, and indicate from which resource you learned of the opening. Indicate why you are interested in the position, the company, and its products.

- What you can do for the employer (use results-driven outcomes).
- If you are a recent graduate, explain how your academic background makes you a qualified candidate for the position.
- If you have some practical work experience, point out your specific achievements or unique qualifications.

(Try not to repeat the same information the reader will find on the resume.)

Final Paragraph: Refer the reader to the enclosed resume or application, which summarizes your qualifications, training, and experiences, or whatever media you may be using to present yourself. Indicate your desire for a personal interview and your flexibility as to the time and the place. Offer any assistance to help in a speedy response. Close your letter with a statement that will encourage a response. Be polite and professional. Include contact information (at least phone number and email).

Thank the employer for considering your application.

Sincerely,
Your Signature
Your name typed out