Dear Mr./Ms. _____:

First paragraph: [Condense how your experience qualifies you for the position, and briefly state why you want to work in this particular position.]

Second (and perhaps third) paragraph: [Go into specific experience that shows you are a great fit for the employer's needs.]

Third (or fourth) paragraph: [Express interest in discussing the position in person, and thank the reader for his or her consideration.]

Sincerely,

Name

Street address
City, State zip code
email address
phone number