

**Your Name**

Address

Phone

Email

Date

Mr./Ms. Name, when possible

Title

Company

Street Address

City, State Zip Code

Dear Mr./Ms. Name:

The first paragraph is your introduction and should be three to four sentences long. Name the position for which you are applying and indicate how you learned of the opening. State briefly why you are interested in the organization or what you know about the organization. Try to get the reader's attention. You might mention a name or refer to an article, event, or experience that led you to make this contact.

The body of your letter should be one or two paragraphs in length. Tailor your letter to the needs of the employer and the requirements of the position. Highlight what you can do for the company and how your skills and experience will benefit the company. Do not repeat all the information on your résumé. Instead, describe at least three reasons why you would be an excellent choice for the position. Research information about the employer and thoroughly review their web site for information. Tailor your remarks to the employer's point of view, and, if possible, give concise evidence of your functional skills and of the qualities you possess. Minimize the use of the word "I." Limit sentences to seven or eight words. Limit paragraphs to four or five sentences. Write with clarity and brevity. Use action verbs to write concisely and clearly. Make sure to use the letterhead from your résumé on the top of your cover letter and your reference page.

The final paragraph is your closing. Let the reader know that you would like to interview for the position and that they can feel free to contact you at their convenience. Thank the reader for taking time to read your letter and for thoughtful consideration of your application.

Sincerely yours,

(Your signature)

Your typewritten name

Enclosure (Indicates your résumé is in the envelope with your letter)